

COALS Electronic Filing System User Manual

Version 1.0

Final

Prepared By:

FEDERAL COMMUNICATIONS COMMISSION

MEDIA BUREAU

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1. Introductory Information

1.1 Electronic Filing Site Features

The following provides the user with preliminary or general information that will be of assistance in using the Cable Operations and Licensing System (COALS) WEB application. This user's manual provides information about the COALS electronic filing system. Included are procedures for:

- Creating a COALS ID
- Registering a new cable community
- Requesting changes in operator name, address or community status in accordance with FCC 47 CFR Section 76.1610.
- Completing a notification of Aeronautical Frequency Use FCC 47 CFR Section 76.1803 for cable and non-cable MVPDs.
- Completing a Cumulative Leakage Inspection Report (FCC Form 320) for cable and non-cable MVPDs.
- Completing an Annual Cable Operator Report (FCC Form 325)
- Completing an application for a Cable Antenna Relay Service License (FCC Form 327).
- Returning to a pending application and make changes or complete it.
- Adding exhibits to a pending application.
- Completing the standard FCC Form 159 Remittance Form for feeable applications.
- Replying to correspondence sent by the Media Bureau concerning one of the above filings.
- Searching the COALS system for current or previous filings.
- Downloading these instructions in Adobe PDF format.
- Obtaining the latest software required to access all features of this site.

1.2 Location of Electronic Filing Site

All of the procedures/searches can be accessed at the FCC COALS web site by performing the following steps from an Internet browser:

Enter the URL <http://www.fcc.gov> . This will display the FCC's home page.

From the home page, select the link entitled "E-Filing".

Select the link "Cable Operations and Licensing System (COALS) Electronic Filing Site". In addition to the link displayed, there is also a link to an alternate server.

1.3 COALS Electronic Filing Site Home Page Features

When either of the links specified in the previous section are selected, the following home page will appear:

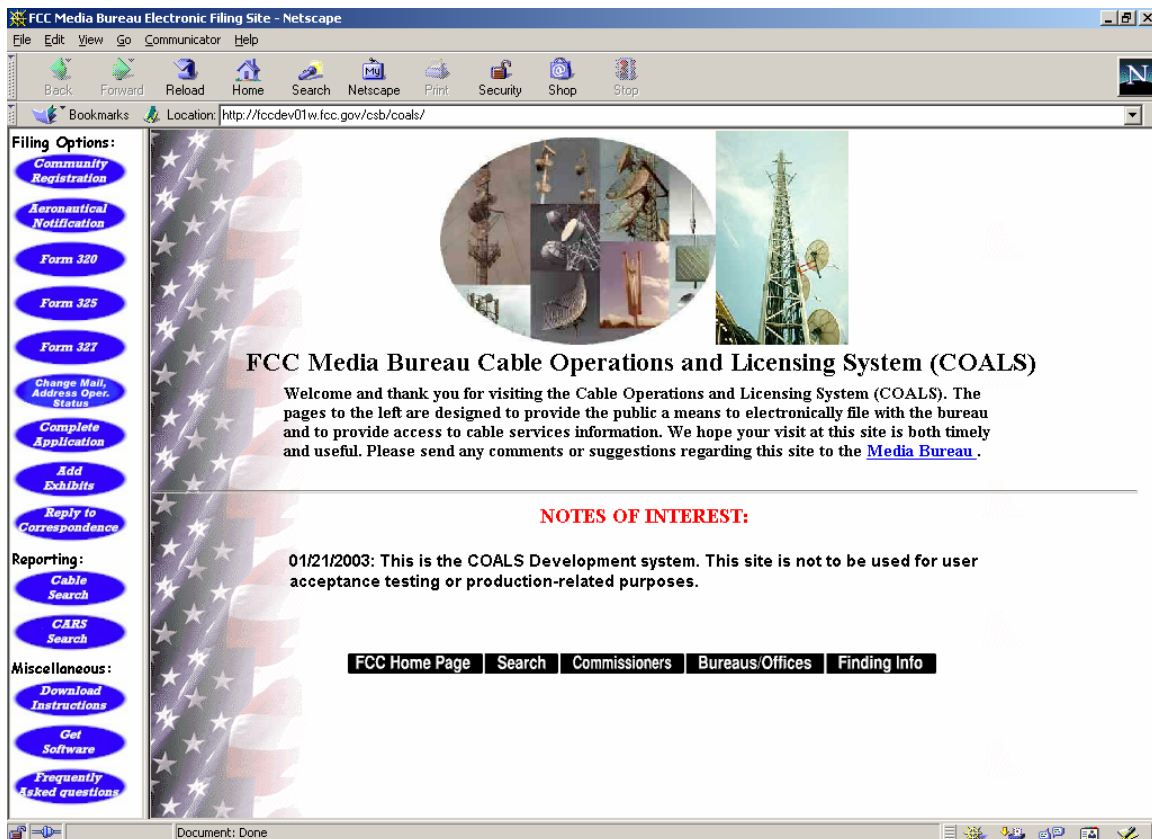


Figure 1: COALS Home Page

1.4 Filing Options

The filing and reporting options available are listed to the left of the browser window. When selected, the right-hand side of the browser will display with the applicable form or report. If desired, the right-hand side of the browser window can be increased by selecting and moving the dividing bar between the left and right-hand sides of the browser window to the left.

1.5 Notes of Interest

At the bottom of the COALS home page, there is a section entitled “Notes of Interest”. This portion of the page is where the Media Bureau staff can enter information that is of importance to users of the COALS system. For example, if the system is scheduled to be unavailable or if there are new or modified features on this site, the staff will notify users with an applicable message in this section.

1.6 Emailing the Media Bureau

In the middle of this page and at the bottom of each filing or reporting page, there are hyperlinks available to contact the Media Bureau with questions concerning this web site. A staff member will respond via e-mail. **Note: Please do not use these links to respond**

to correspondence sent by the Media Bureau concerning a filing. Use the Reply to Correspondence option from the menu for these types of responses.

1.7 Minimum Requirements, Client Workstation

1. 486/66 or better microprocessor
2. 8 MB or higher RAM
3. 15" monitor with a screen resolution of 1024 x 768 pixels or higher.
4. Currently, the COALS Electronic Filing System works best when used with Internet Explorer version 4.0 and greater, as well as Netscape Navigator versions prior to 6.0. Netscape 6.0 and later versions are currently not supported for use on the COALS Electronic Filing System.
5. Exhibit Formats Acceptable (**Earlier versions/releases of the listed products are also accepted**)
 1. PDF (Adobe Portable Document Format)
 2. ASCII
6. A COALS ID is required to file applications from the COALS Electronic Filing Site.
Note: A COALS ID is not required to perform either the Cable Search or the CARS Search.

1.8 Frequently Asked Questions (FAQ's)

For additional hints/tips and answers to questions previously asked, click on the hyperlink entitled "Frequently Asked Questions" at the COALS electronic filing site.

1.9 On-line Help

This web application is equipped with an on-line help facility that can be used to step a user through each step in the particular filing process. To access this help system, click on the blue numbered hyperlink icon next to the section of the form in question. Some field names on the pages are links to the help facility as well. Once selected, the applicable help topic will be displayed.

2. Logging into the COALS Web Site

When any of the filing options listed to the left of the browser window is selected, the following window will appear:

Figure 2: COALS Login Window

The following fields appear on the COALS Login form:

Field Name	Definition
Login Name *	Enter a valid COALS ID.
Password *	Enter the password associated with the COALS ID.
Change COALS Login Info	Select this checkbox to change the password or contact information for a valid COALS ID.

“*”: This field is required in order to complete this filing.

The following command buttons are available on this page:

Login

When selected, this command button will validate that all required fields have been supplied and are correct. If not, an error message will be presented indicating the field name(s) where the information has not been supplied or is incorrect. The login will not be accepted until all required information has been supplied correctly.

Clear

When selected, this button will clear all fields on the login screen.

Link CUIDs/NCIDs/Callsigns

When selected, this command button will perform the following:

1. Validate that all required fields have been supplied and are correct. If not, an error message will be presented indicating the field name(s) where the information has not been supplied or is incorrect. The login will not be accepted until all required information has been supplied correctly.
2. Once validated, the form for linking existing CUIDs, NCIDs or callsigns to the COALS ID will be displayed. See Section 2.2 Linking CUIDs/NCIDs/Callsign for more information.

2.1 Creating a COALS ID

A valid COALS ID is required to complete any of the filing options from the COALS Electronic Filing Site. To request a COALS ID, select the link **Need a Login? Click here to create an Electronic Filing Login** in the middle of the page. When selected, the following screen will be displayed:

The screenshot displays a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "http://fccdev01w.fcc.gov/csb/coals/". The page features a sidebar with navigation links under three categories: "Filing Options" (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Open, Status, Complete Application, Add Exhibits, Reply to Correspondence), "Reporting" (Cable Search, CARS Search), and "Miscellaneous" (Download Instructions, Get Software, Frequently Asked questions). The main content area is titled "FCC COALS LOGIN FORM" and contains the following sections:

- Introduction:** "In order to obtain an electronic filing login account for COALS, please provide the following mandatory information."
- CABLE OPERATOR'S DEMOGRAPHIC INFORMATION:**
 - Legal Name of Account Holder: *
 - E-mail Address of Account Holder: *
 - Contact Person's Information:
 - First Name: * Last Name: *
 - Email address: *
 - Phone No.: *
- COALS LOGIN AND PASSWORD:**
 - Login Id: * (6 to 15 characters)
 - Password: * (6 to 15 characters)
 - Re-type Password: *
 - Password Hint: *

A red asterisk note at the bottom states: "***** Indicates that this field must be completed before this filing can be submitted". At the bottom of the form are two buttons: "Create/Update Login" and "Clear Fields".

Figure 3: Create a COALS Login ID

Complete the form by including all information requested. The following information is required on this form in order to obtain a COALS ID:

Field Name	Definition
Legal Name of Account Holder *	Enter the legal name of the COALS ID account holder.
E-mail Address of Account Holder *	Enter the e-mail address of the COALS ID account holder.
Contact Person's First and Last Name *	Enter name of the contact person for this COALS ID account.
Contact Person's E-mail Address *	Enter the e-mail address of the contact person for this COALS ID account. All FCC correspondence will be sent to this e-mail address.
Contact Person's Phone Number *	Enter the phone number of the contact person for this COALS ID account. All FCC correspondence will be directed to this phone number.
Desired Login ID *	Enter the desired COALS ID. This may be from 6 to 25 characters and may contain any combination of alphanumeric characters. Comment: mention caps?
Password *	Enter the desired password. This may be from 6 to 25 characters and may contain any combination of alphanumeric characters. For security purposes, the password will appear in asterisks as it is being typed. Comment: mention caps?
Re-type Password *	Re-type the new password again to ensure that it was not initially keyed in error. For security purposes, the password will appear in asterisks as it is being typed.
Password Hint *	Enter a hint as a password reminder. This is a required field for verification purposes if the password is forgotten.

Once the form has been submitted and verified, the new COALS ID will be displayed at the next screen (see Figure 4).

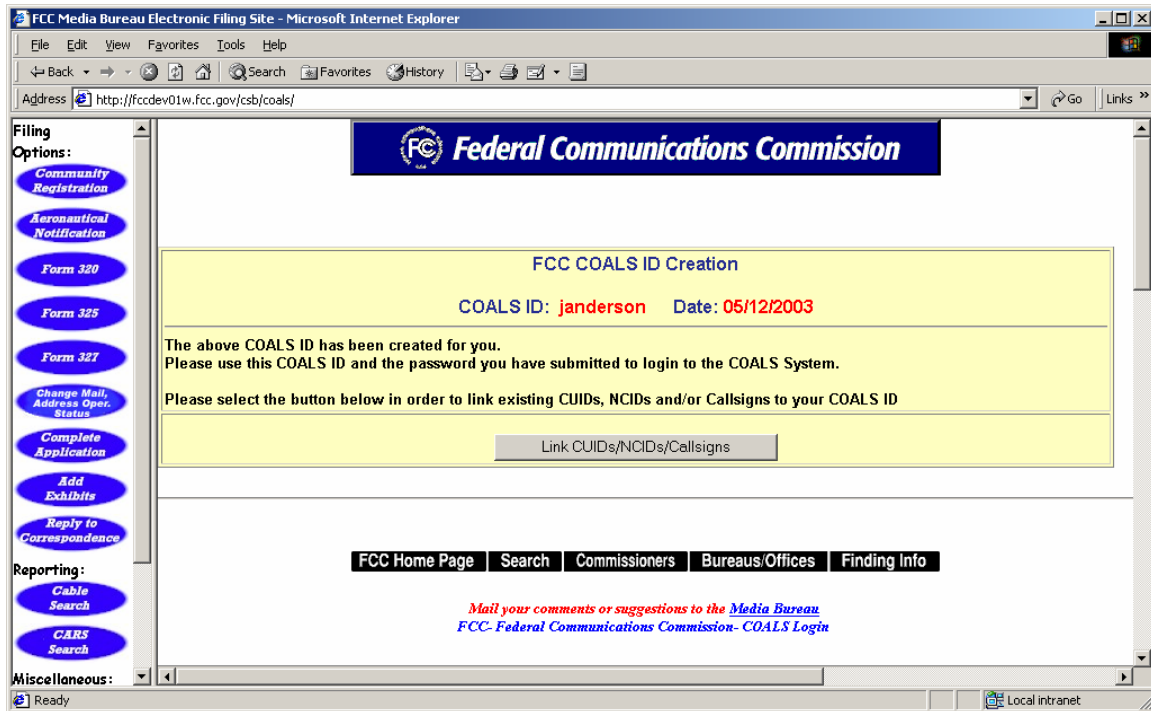


Figure 4: COALS Login ID Confirmation

At this point, the appropriate Media Bureau filings may be completed..

The following command button is available on this page:

Link CUIDs/NCIDs/Callsigns

Select this command button to open the function for linking existing CUIDs, NCIDs or callsigns to a COALS ID.

2.2 Linking CUIDs, NCIDs and Callsigns to a COALS ID

In order to submit electronic filings, existing CUIDs, NCIDs and callsigns must be linked to a COALS ID. When the **Link CUIDs/NCIDs/Callsigns** button is selected, the following screen will be displayed:

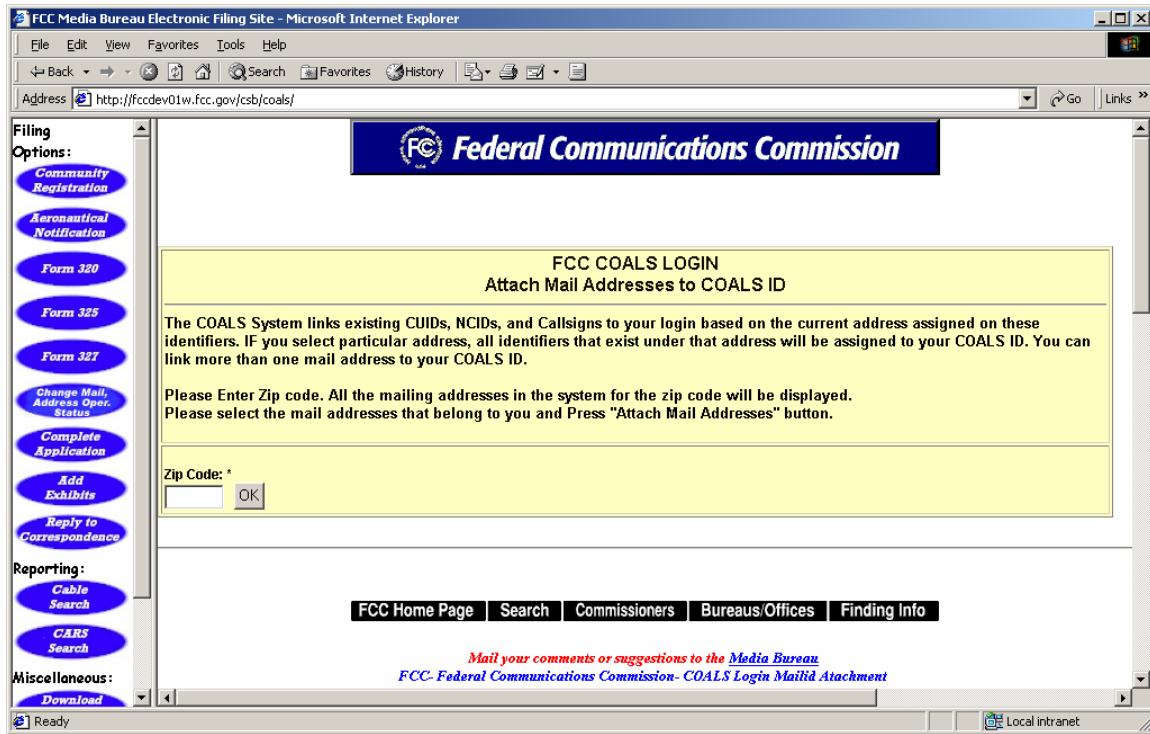


Figure 5: Attach Mail Addresses to COALS ID

To attach mail addresses to the COALS ID, first enter a valid zip code and select the **OK** button. If the zip code is valid and there are available mail addresses associated with the zip code, a screen similar to Figure 6 will display. If the zip code is not valid or there are no mail addresses available, an error message will be presented.

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 323
- Form 327
- Change Mail Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

FCC COALS LOGIN
Attach Mail Addresses to COALS ID

The COALS System links existing CUIDs, NCIDs, and Callsigns to your login based on the current address assigned on these identifiers. If you select particular address, all identifiers that exist under that address will be assigned to your COALS ID. You can link more than one mail address to your COALS ID.

Please Enter Zip code. All the mailing addresses in the system for the zip code will be displayed. Please select the mail addresses that belong to you and Press "Attach Mail Addresses" button.

Zip Code: *
 22209 OK

Select	Mail Address
<input type="checkbox"/>	1234 Wilson Blvd. Arlington VA - 22209
<input type="checkbox"/>	15600 Arlington VA - 22209
<input type="checkbox"/>	123456759 Arlington VA - 22209
<input type="checkbox"/>	1234 Great Circle Arlington VA - 22209
<input type="checkbox"/>	12345 Arlington VA - 22209
<input type="checkbox"/>	1234 Some Street Arlington VA - 22209
<input type="checkbox"/>	121 Arlington VA - 22209
<input type="checkbox"/>	85 1/2 JOONESBURY RI - 22209

Attach Mail Addresses Clear Fields

Figure 6: Select Mail Addresses

At this point, the user may select the desire addresses by clicking on the checkboxes next to the addresses. **This is an important step because the chosen addresses dictate the FCC identifiers that the user would subsequently have access to. The user may only claim mail addresses that belong to the operator responsible for filings with the FCC.** When finished, select the **Attach Mail Addresses** button.

The following command buttons are available on this page:

Attach Mail Addresses

Select this command button to validate and confirm the selected mail addresses. If no mail addresses are selected, an error message will be presented indicating the error and will prevent the filing from proceeding to the next screen

Clear

Select this button to clear all the fields on the form.

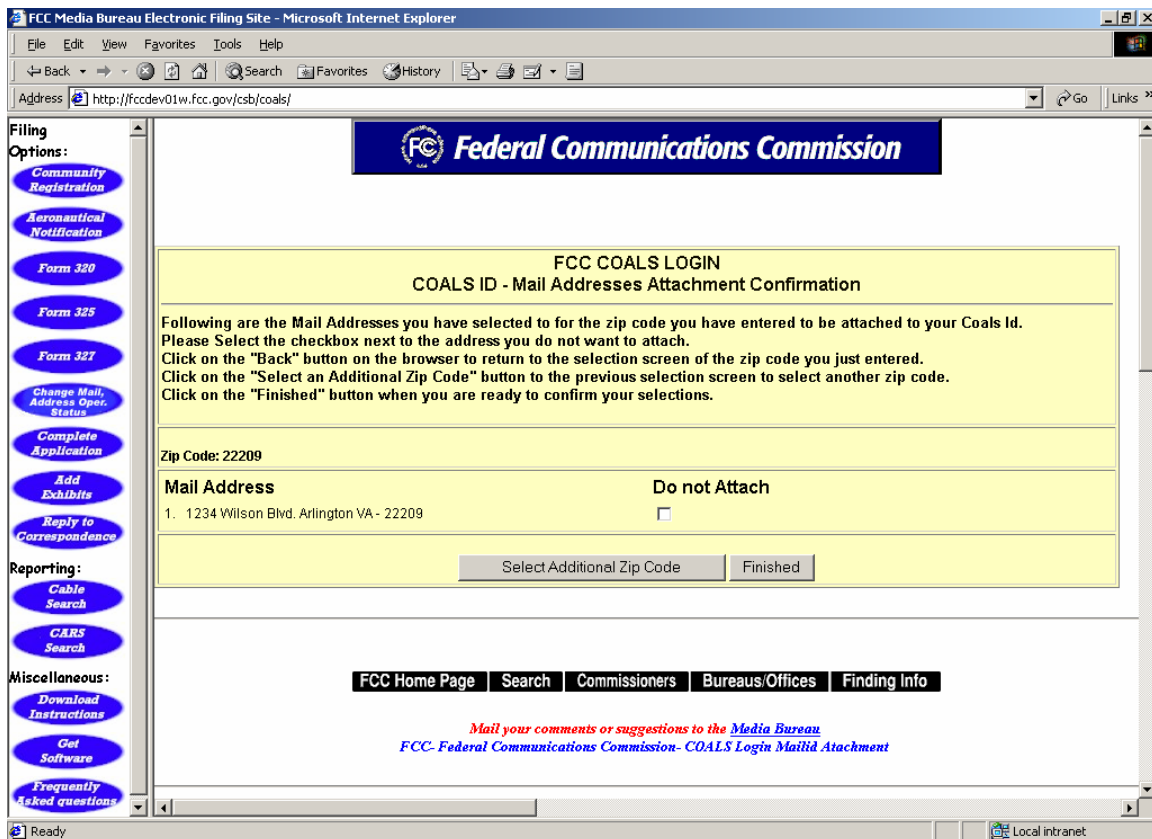


Figure 7: Mail Addresses Selected

After successful validation, the selected mail addresses are again displayed. The user would have a chance to prevent the mail address(es) from attaching to the COALS ID. To remove a mail address, click on the checkbox denoting **Do not Attach**. To select another zip code click the **Select Additional Zip Code** button. When finished with the mail addresses attachment process, select the **Finished** button.

The following command buttons are available on this page:

Select Additional Zip Code

Select this command button to go back to the Attach Mail Addresses to COALS ID screen (see Figure 5), allowing additional Mail Addresses from other zip codes to be added.

Finished

Select this button to open the final confirmation page for the mail addresses attachment. It is important to note that the session is completed once the **Finished** button is selected. And that selecting the 'Back' button will not reverse the process

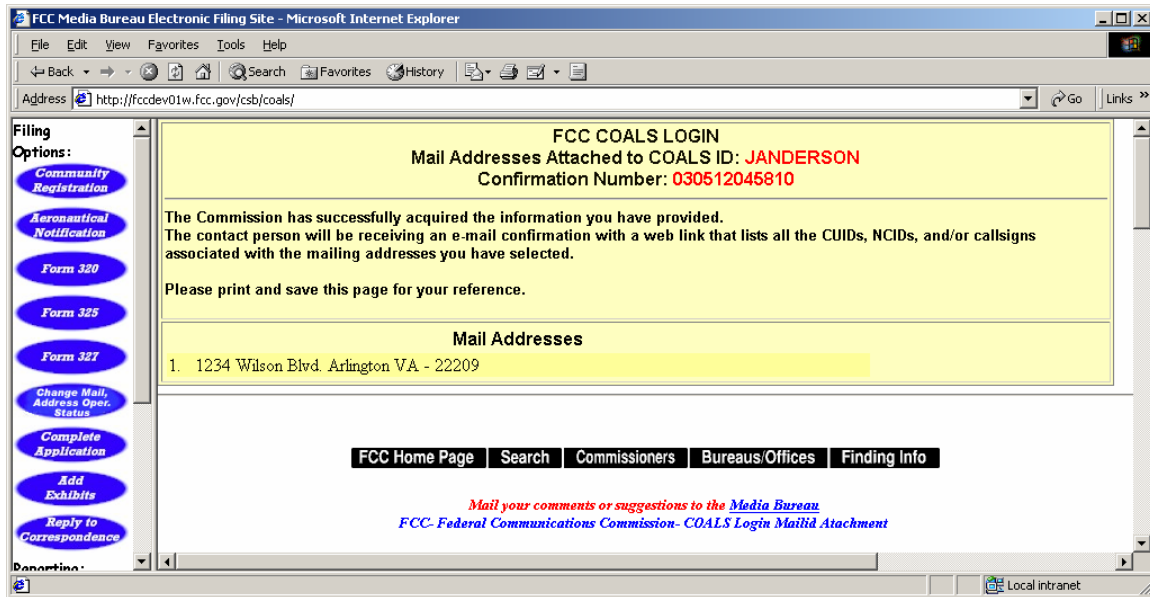


Figure 8: Mail Addresses Confirmation

When the **Finished** button is selected from the previous page, the Mail Address Confirmation screen will be displayed (see Figure 8). Please print a copy of the confirmation page and preserve the Confirmation Number displayed on this screen.

At this point, the user may either exit COALS by closing the browser window or proceed to other filings by selecting one of the options on the left menu.

2.3 Purpose of the COALS ID

- Users with a valid COALS ID may complete any of the filings available on the COALS electronic filing site.
- The COALS ID is linked to each community unit and/or callsign specified. This ensures that no other users possessing different COALS IDs may request modifications or inclusions of community units or licenses that do not belong to them.
- The COALS ID can be used, along with the application reference number, to return to an incomplete application or to make corrections while the application is still pending.

2.4 Logging into COALS

When a COALS ID and password pair is entered, the COALS Login function will verify that the COALS ID and password are correct. If not correct, an error message will be issued. Once a valid COALS ID and password combination has been verified, the system will proceed to the desired application.

2.5 Updating/Changing the COALS Login Password and Other Contact Information

The COALS ID password and contact information may be changed at any time by selecting the **Change Login Info** checkbox on the COALS login page. To change the password or contact information, log into COALS by entering the COALS ID and the current password. Select the **Change Login Info** checkbox, followed by selecting the **Log In** button. The COALS Login function will validate the ID and current password as indicated earlier. Once successfully logged in, the following form will be displayed:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://fccdev01w.fcc.gov/csb/coals/ Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Open, Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

FCC COALS LOGIN FORM

In order to obtain an electronic filing login account for COALS, please provide the following mandatory information.

CABLE OPERATOR'S DEMOGRAPHIC INFORMATION

Legal Name of Account Holder: * JOE ANDERSON

E-mail Address of Account Holder: * JANDERSON@XYZCABLE.COM

Contact Person's Information:

First Name: * JOE Last Name: * ANDERSON

Email address: * JANDERSON@XYZCABLE.COM

Phone No.: * 7031234567

COALS LOGIN AND PASSWORD

Login Id: * (6 to 15 characters) JANDERSON

Password: * (6 to 15 characters)

Re-type Password: *

Password Hint: * 4 O'CLOCK TREAT

** - Indicates that this field must be completed before this filing can be submitted

Create/Update Login Clear Fields

Figure 9: COALS Login Update Form

The following fields appear on the COALS Login Update form:

Field Name	Definition
Legal Name of Account Holder	Enter the legal name of the COALS ID account holder.
E-mail Address of Account Holder	Enter the e-mail address of the COALS ID account holder.
Contact Person's First and Last Name	Enter the name of the contact person for this COALS ID account.
Contact Person's E-	Enter the e-mail address of the contact person for this COALS ID

mail Address	account. All FCC correspondence will be sent to this e-mail address.
Contact Person's Phone number	Enter the phone number of the contact person for this COALS ID account. All FCC correspondence will be directed to this phone number.
Login ID *	Enter the desired COALS ID. It is modifiable and may be from 6 to 25 characters and may contain any combination of alphanumeric characters. Comment: mention caps?
Password *	Enter the desired password. This may be from 6 to 25 characters and may contain any combination of alphanumeric characters. For security purposes, the password will appear in asterisks as it is being typed. Comment: mention caps?
Re-Type Password *	Re-type the new password again to ensure that it was typed correctly. For security purposes, the password will appear in asterisks as it is being typed.
Password Hint*	Enter a hint for the password. This is a required field for verification purposes if the password is forgotten.

“*”: This field is required in order to complete this filing.

Each of the fields on the COALS ID Update Form defaults to the value stored in the COALS database. Change any field that needs updating. Fields that are correct do not need to be retyped. In order to store the changes, a password must be entered and retyped.

Once all fields have been entered as instructed, select the **Create/Update Login** button. The form will verify that the new and re-typed passwords are correct. If not, an error message will be displayed giving instructions to try again. To cancel changing the password, select the **Clear Fields** button.

The **Clear Fields** button resets all fields to the values previously stored in the COALS database.

If the validation succeeds, the following confirmation message is displayed.

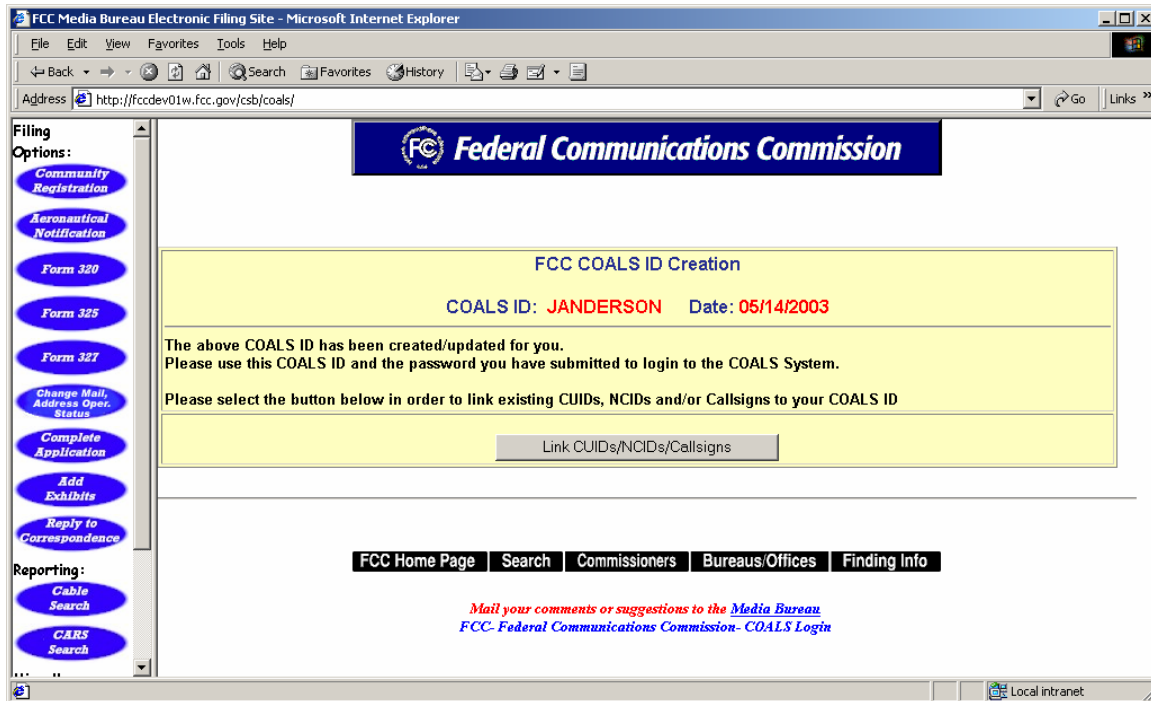


Figure 10: Confirmation of Update

2.6 Forgotten Password

In the event of a forgotten password, select the **Forgot your password** link next to the Change Login Info button.

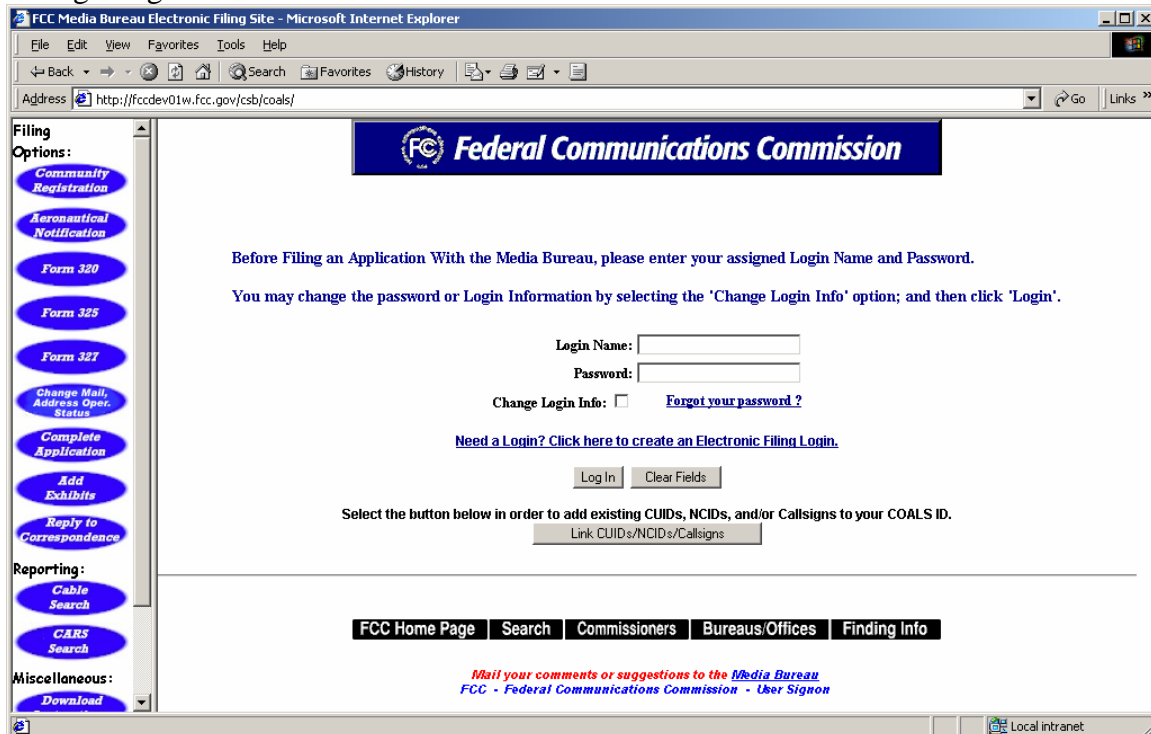


Figure 11: Forgot your password link

Once the **Forgot your password** link is selected, the following screen is presented:

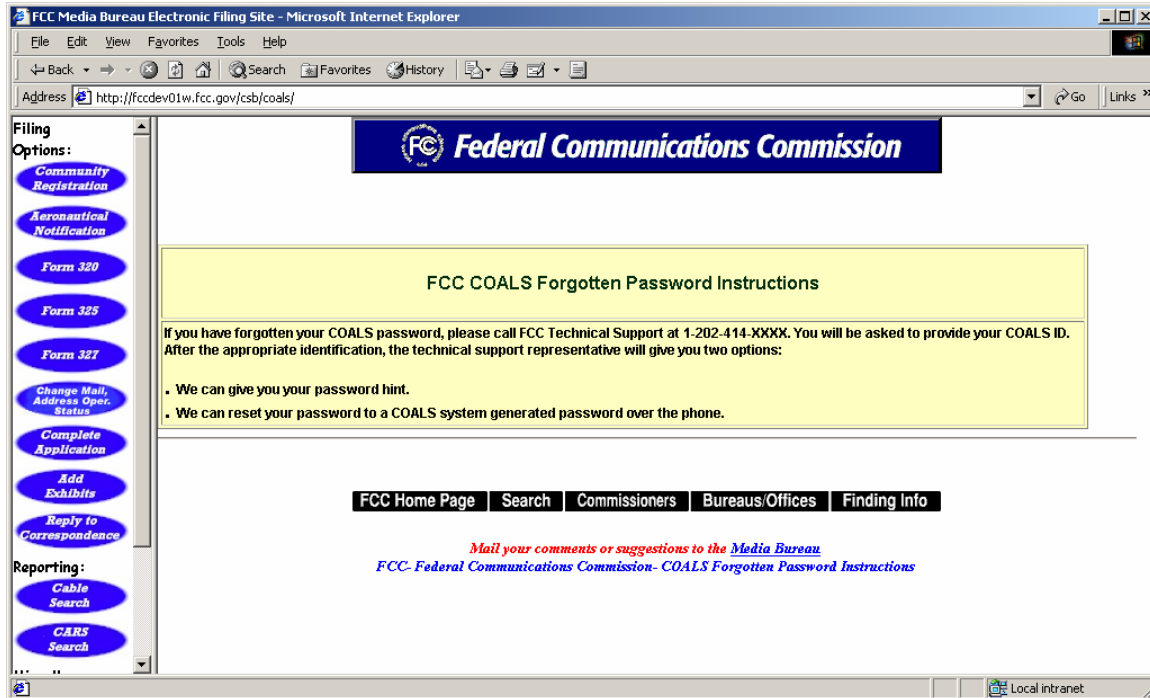


Figure 12: Instructions on forgotten passwords

Follow the instructions displayed to retrieve forgotten passwords from the Media Bureau.

2.7 Special Notes Regarding the COALS Login

Please take note of the following when logging onto COALS and the use of the COALS login:

1. Once logged into COALS using a COALS Login, the browser will remain logged in until leaving the COALS website. Once logged in, multiple applications of any type may be filed. For example, an applicant may log in, complete a Community Registration, and then file an Aeronautical Notification without having to log in again. However, once the applicant has left the COALS web site, the system automatically logs the applicant off. When the applicant returns to the site at a later time, they will have to log in again.
2. The COALS Login is to be used by authorized persons to complete Media Bureau related filings only. Please do not provide a COALS Login and password to persons who are not responsible for the entry and completion of these filings.

3. FCC Registration Number

In July 2000, the Commission established the Commission Registration System (CORES), a fee registration system for entities filing applications or making payments with the Commission. CORES assigns a unique 10-digit FCC Registration Number (FRN) that is to be used by all Commission systems that handle financial, authorization of service, and enforcement activities.

To obtain an FRN, register with CORES, by entering the required information and an FRN will be assigned. The FRN and password will be displayed on a registration confirmation page. Print the registration confirmation for future reference. Use the FRN and password for all filings that require a fee. A '**Click here to obtain an FRN**' link to the CORES website is provided on any page where an FRN input is required.

The filings that require a fee within the COALS system are Community Registration, Aeronautical Notification, Operator, Mail Address and Operational Status Change and Form 327. The following is the FRN welcome screen presented after a successful COALS login for any of the above fee-able filings (Aeronautical Notification will has a slightly different welcome screen):

Figure 13: FRN Welcome Screen

The following fields appear on the FRN Welcome screen:

Field Name	Definition
FRN: *	Enter the 10-digit FCC Registration Number (<u>FRN</u>) that is to be used for this filing. The FRN can be obtained from CORES, the Commission Registration System.
FRN Password: *	Enter the password associated to the FRN. The FRN password is obtained in conjunction with obtaining the FRN from CORES.

The following command buttons are available on this page:

Continue

Select this command button to validate the FRN and FRN Password entered against the CORES database. If incorrect, an error message will be presented indicating the field name(s) where the information has not been supplied or is incorrect. The filing can not proceed until all required information has been supplied correctly.

Clear

Select this button to clear all the fields on the form.

Help

Select this command button to open the Help page.

4. Registering a New Community Unit

4.1 Registration Welcome Page

The COALS Electronic Filing Site provides the ability to register new communities, in accordance with 47 CFR Section 76.1801. To complete this filing, select the **Community Registration** button from the menu listed to the left. If this is the first application to be completed, the COALS Login window will appear. If not, the FRN validation will appear followed by the registration form as displayed below:

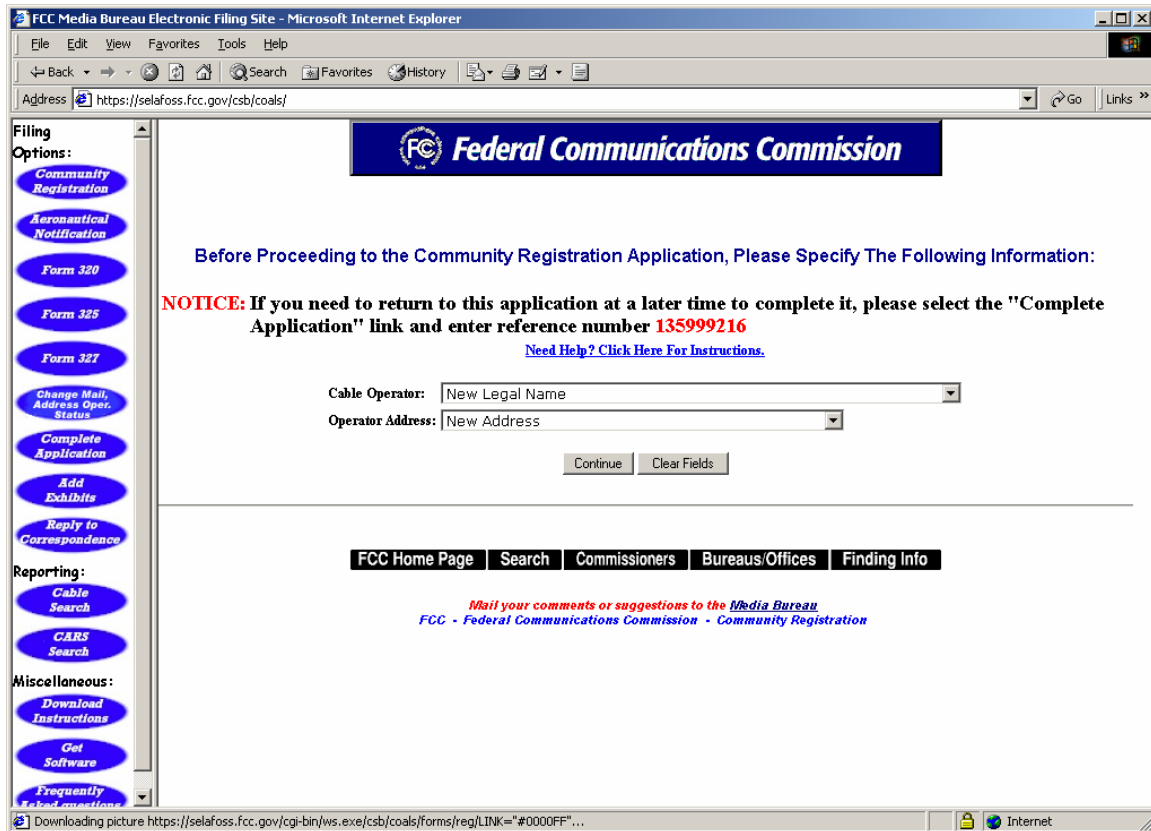


Figure 14: Initial Community Registration Page

The following fields appear on the initial Registration form:

Field Name	Definition
Cable Operator: *	This is a drop-down list containing all the legal cable operator names associated with the current COALS ID. Select a legal name from this list or select the option "New Legal Name".
Operator Address: *	This is a drop-down list containing all addresses associated with the current COALS ID. Select one of the existing addresses or select the option "New Address".

“*”: This field is required in order to complete this filing.

4.2 Sections I & II: Cable Operator and Community Unit Information

Once these required fields are specified, select the **CONTINUE** button. Section one of the form will appear as follows:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://seiafoss.fcc.gov/csb/coalst/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked Questions

Federal Communications Commission

FCC Media Bureau
APPLICATION FOR COMMUNITY REGISTRATION
REFERENCE NUMBER 135999216

You will be presented with the FCC FORM 159, Fee Remittance Advice after submitting your application and obtaining a confirmation number. This Fee Remittance Advice, FCC Form 159, may be submitted with payment electronically or by mail. If sending payment by mail, please submit to the address indicated in the FCC Fee Filing Guide.

SECTION I: CABLE OPERATOR INFORMATION

1. Cable operator's complete, legal business name: *

Assumed name for doing business in the community:

Registrant's FCC Registration Number (FRN): *
0007286156

2. Operator's mailing address:

Line 1:

Line 2:

P.O.Box:

City: *

State: * Zip/Postal Code: *

3. Cable Operator is: *

☐ INDIVIDUAL ☐ ASSOCIATION ☐ PARTNERSHIP ☐ CORPORATION ☐ OTHER

If "OTHER" is selected, include as an exhibit a narrative statement describing the type of cable operator.

4. Person responsible for questions concerning this application:

First Name: *

Last Name: * Telephone Number: *

Title: * Fax Number: *

E-mail: *

SECTION II: COMMUNITY UNIT INFORMATION

5. If this community is being added to an existing system, please provide the Physical System Identifier (PSID): *

6. Date the community provided service to 50 subscribers (MM/YYYY format): *

7. Name of Community or Area Served: *

County: * State: *

Community Type: *

*** - Indicates that this field must be completed before this filing can be submitted

Save & Proceed to Section III Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau

Figure 15: Community Registration Section I

If an existing legal name of the cable operator and/or an existing address were selected from the initial screen, they will appear pre-filled on the form. If “new address” and/or “new legal name” were selected on the initial page, the Cable Operator Name and Address sections will appear blank. The following fields appear on Section I of the Registration Form:

Field Name	Definition
Operator Legal Name: *	Enter the legal name of the cable operator. This field is pre-filled with the existing cable operator name and can be modified. It must be completed in order to save the registration information.
Operator Assumed Name:	Enter the name commonly used in the business community to refer to the cable operator. It is pre-filled if it exists with the current cable operator information on file and can be modified.
Registrant's FRN: *	This field should contain the cable operator's validated FRN entered on the FRN welcome screen. This field is pre-filled and cannot be modified.
Operator's Mailing Address *	Enter the full mailing address of the business, including zip code and P.O. Box (if applicable). If an existing address is selected from the prior page, it is pre-filled with the existing address on file. At minimum, the first address line, city, state and zip code must be completed.
Operator Type *	Identify whether the cable operator is an individual, partnership, corporation or association. If available, it is pre-filled from the existing operator type on file. If the cable operator does not qualify under these standard categories, please select the "Other" button and include an exhibit containing a description of the business. This exhibit may be Submitted immediately after completing the application or by selecting the "Add Exhibits" link on the main menu.
Contact Information *	Enter the full name, title and telephone number of the person at the cable operator's address that the FCC may call regarding questions pertaining to this community registration. If available, it is pre-filled from the cable Operator contact information on file and can be modified. If available, please also include a fax number and e-mail address for this person. The required fields mentioned above must be completed in order to save the registration information.

“*”: This field is required in order to complete this filing.

The following fields appear in Section II of this page entitled Community Unit Information:

Field Name	Definition
Physical System Identifier (PSID)	If this community is being added to an existing cable system, please indicate the system's PSID. If this community is to form a new cable system, leave this field blank and a new PSID will be assigned.
Service to More Than 50 Subscribers *	Please indicate the month and year (in mm/yyyy format) this community provided service to more than 50 subscribers.
Name of Community or Area Served	Enter the name of the community or area where service will be provided under this registration. All fields must be completed in this section in order to save the registration information. In addition, the county and state must be a valid combination.

“*”: This field is required in order to complete this filing.

The following command buttons are available on this page:

Save and Proceed to Section III

Select this command button to perform the following:

1. Validate that all required fields have been supplied. If not, a message box will appear indicating the field name(s) where the information has not been supplied. The form will not be accepted until this information has been supplied.
2. Validate that the PSID, if supplied, exists and belongs to the current COALS ID. If not, an error message will appear. The form will not be accepted until this has been corrected.
3. Validate the county and state of the community served. If not, an error message will appear. The form will not be accepted until this has been corrected.
4. Determine if a registration already exists for this community. If so, the system will display a warning message that an active registration already exists for this community, and the cable operator that services the community. At this point, choose from one of the following options:
 - a. If the intent is to acquire the community from another cable operator, do not proceed with this registration. Rather, file an Operator change notification pursuant to 47 CFR Section 76.1610 of the rules.
 - b. This can be done electronically by selecting the **Operator Mail Address and Status Changes** button from the main menu of this web site. Please refer to details in section 8.4 of this manual .
 - c. If the intent is to create an additional code for this community, proceed by selecting the **Continue with Registration** button.
5. Once all the above validations have been met, the data will be saved. Section III of the Community Registration form will be displayed.

Note: At this point, it is possible to complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Community Registration Page.

Clear Fields

Select this button to reset all the fields to the values that were previously stored in the COALS database.

4.3 Signal Entry Screen

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://seiafoss.fcc.gov/csb/coals/ Go Links >>

Federal Communications Commission

FCC Media Bureau
COMMUNITY REGISTRATION SIGNAL ENTRY
Reference Number: 135999216

Please enter the callsigns of all **Television Broadcast** stations to be carried by this community (e.g. WTBS, WUSA, etc.). To delete a callsign, check the box next to the callsign:

[Need Help? Click Here For Instructions.](#)

1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
5.	<input type="checkbox"/>	6.	<input type="checkbox"/>	7.	<input type="checkbox"/>	8.	<input type="checkbox"/>
9.	<input type="checkbox"/>	10.	<input type="checkbox"/>	11.	<input type="checkbox"/>	12.	<input type="checkbox"/>
13.	<input type="checkbox"/>	14.	<input type="checkbox"/>	15.	<input type="checkbox"/>	16.	<input type="checkbox"/>
17.	<input type="checkbox"/>	18.	<input type="checkbox"/>	19.	<input type="checkbox"/>	20.	<input type="checkbox"/>
21.	<input type="checkbox"/>	22.	<input type="checkbox"/>	23.	<input type="checkbox"/>	24.	<input type="checkbox"/>

Save & Proceed to Section IV Save & Add More Signals Clear Fields

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FCC - Federal Communications Commission - Community Registration

Figure 16: Community Registration Signal Entry Screen

This page appears immediately after completing Section I and Section II of the Registration form. The callsigns of all television broadcast stations that will be carried by this community unit must be specified in order to complete the registration. As many callsigns as necessary may be entered, twenty-five at a time.

The two fields that appear as a group are repeated twenty-five times as follows:

Field Name	Definition
Callsign: *	Enter the callsign of the broadcast television station to be provided to this community. All callsigns entered must be associated with a current broadcast license. Callsigns associated with expired licenses will not be accepted. At least one callsign must be entered.
Delete callsign:	To delete one or more callsigns in the list, select the checkbox next to the callsign(s). When the page is submitted, these callsigns will be removed from this registration.

“*”: This field is required in order to complete this filing.

On-line help is available by selecting the hyperlink at the top of the page. The following command buttons are available on this page:

Save and Proceed to Section IV

Select this command button to perform the following:

1. Delete any callsigns that have the delete checkbox selected from this registration.
2. Validate that all callsigns are associated with current licenses. If not, an error message will appear. The form will not be accepted until these callsigns have been deleted from the registration.
3. Once these validations have been met, the data will be saved. Section IV of the Community Registration form will then be displayed.

Save and Add More Signals

This command button performs the same functionality as the “Save and Proceed to Section IV” button. However, the Broadcast Signal Entry Page will reappear, allowing the entry of additional callsigns. When the page re-appears, all callsigns that were previously submitted will be displayed, as well as an additional twenty-five blank callsign fields. Enter as many callsigns as necessary by selecting this button until all callsigns have been entered.

When all callsigns have been entered, select the **Save and Proceed to Section IV** button to save the last page of callsigns and proceed to Section IV of the registration form.

Clear Fields

When selected, this button will reset all the fields to the values that were previously stored in the COALS database.

4.4 Certification Screen

Upon leaving the Signal Entry Screen, the last page of the community registration form will appear:

Figure 17: Community Registration Section IV

The following fields appear in Section IV of this page entitled *Certification*

Field Name	Definition
Signature *	Enter the first and last name of the person completing the Community Registration. The “typed” signature is acceptable for electronically filed applications.
Date	This is the date the application was submitted to the FCC. This date is pre-filled by the system and is not modifiable. If this application is submitted on a Federal holiday or a weekend, the date will be carried forward to the next business day.
Title *	Enter the official title of the person signing this application (i.e. President, Chief Engineer etc.)
Signee Classification *	Enter what type of entity is signing this application. If the signee is an attorney of the entity, they must give an explanation in the box below why they are signing this registration instead of the applicant.

“*”: This field is required in order to complete this filing.

The following command buttons are available on this page:

Clear Fields

Select this button to reset all the fields to the values that were previously stored in the COALS database.

Complete Submission

Select this button to perform the following:

1. Validate that all required fields have been supplied. If not, a message box will appear indicating the field name(s) where the information has not been supplied. The form will not be accepted until this information has been supplied.
2. Once all the above validations have been met, the data will be saved and the registration confirmation window will display.

4.5 Community Registration Confirmation

Once the **Complete Submission** button from the Certification page is selected, the filing portion of this registration is considered complete. *NOTE: This button must be clicked on to indicate the application is complete, otherwise the application will not be recognized by the FCC. In addition, registration applications that were started but not completed within thirty calendar days will be deleted from the system.* The following confirmation page will display after the button has selected and all edits have passed the validation:

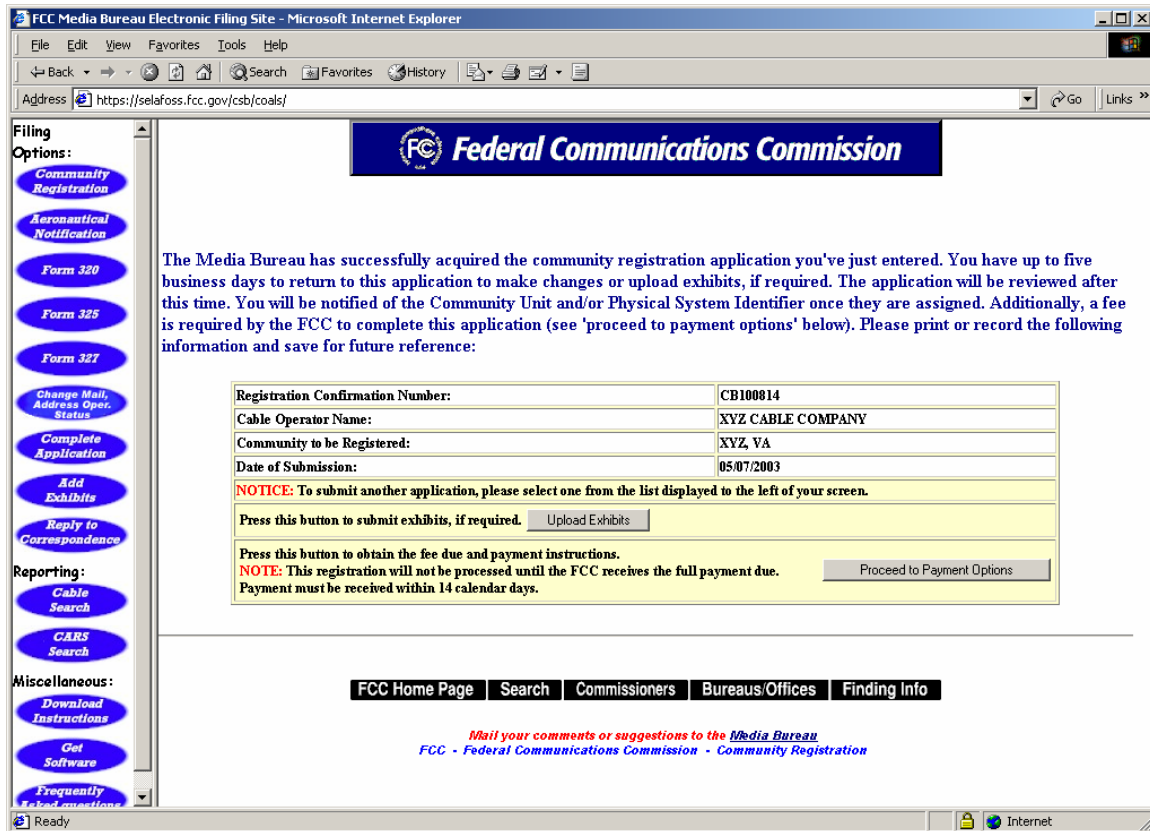


Figure 18: Community Registration Confirmation Page

The following information is displayed on the Registration Confirmation Page:

Field Name	Definition
Registration Confirmation Number	This number uniquely identifies this registration and certifies that it has been completed. This number is required in order to make inquiries on this application, submit attachments, or reply to correspondence sent in reference to the application. <i>NOTE: IT IS EXTREMELY IMPORTANT THAT THIS NUMBER IS RECORDED FOR FUTURE REFERENCE.</i>
Cable Operator Name	This is the legal name of the cable operator that owns this registration application.
Date of Submission	This is the date the application was completed.
Upload Exhibits Button	Attachments are not required for community registrations. However, attachments may be submitted if believed to be beneficial in the review of the registration.
Proceed to Payment Options “*”	A fee is required in order for the FCC to process the Community Registration application. When this button is selected, the payment options page will be displayed. <i>NOTE: THE FCC MUST RECEIVE THE FEE AMOUNT IN FULL WITHIN 14 BUSINESS DAYS OF FILING</i>

	<i>SUBMISSION BEFORE THIS REGISTRATION CAN BE PROCESSED.</i>
--	--

“*”: This step is required in order for this filing to be completed.

5. Filing a Notification of Aeronautical Frequency Use

5.1 Aeronautical Notification Welcome Page

Any MVPD operator intending to use frequencies that are within the restricted aeronautical bands must first notify the FCC Media Bureau by completing the Notification of Aeronautical Frequency Use. This application is available on the COALS Electronic Filing Site. This application may also be used to notify the Media Bureau of any changes to an aeronautical notification (e.g. Additional aeronautical frequencies are used by the community).

In order to file this application, the following must be present for an MVPD operator:

Cable MVPD operator:

1. A valid COALS Login.
2. The Community Unit ID (CUID) associated with the community that will be served with aeronautical frequencies. This is issued by the Media Bureau once a community registration has been approved. To register the community unit, please refer to the [Community Registration](#) section of this document.

Non-cable MVPD operator:

1. A valid COALS Login.
2. For updates to an existing AFP, the Non-cable Identifier (NCID) associated with the community that will be served with aeronautical frequencies. *An NCID is issued by the Media Bureau once an initial non-cable MVPD AFP has been filed and approved.*

After selecting “Aeronautical Notification” from the COALS Login menu, the following window will be displayed:

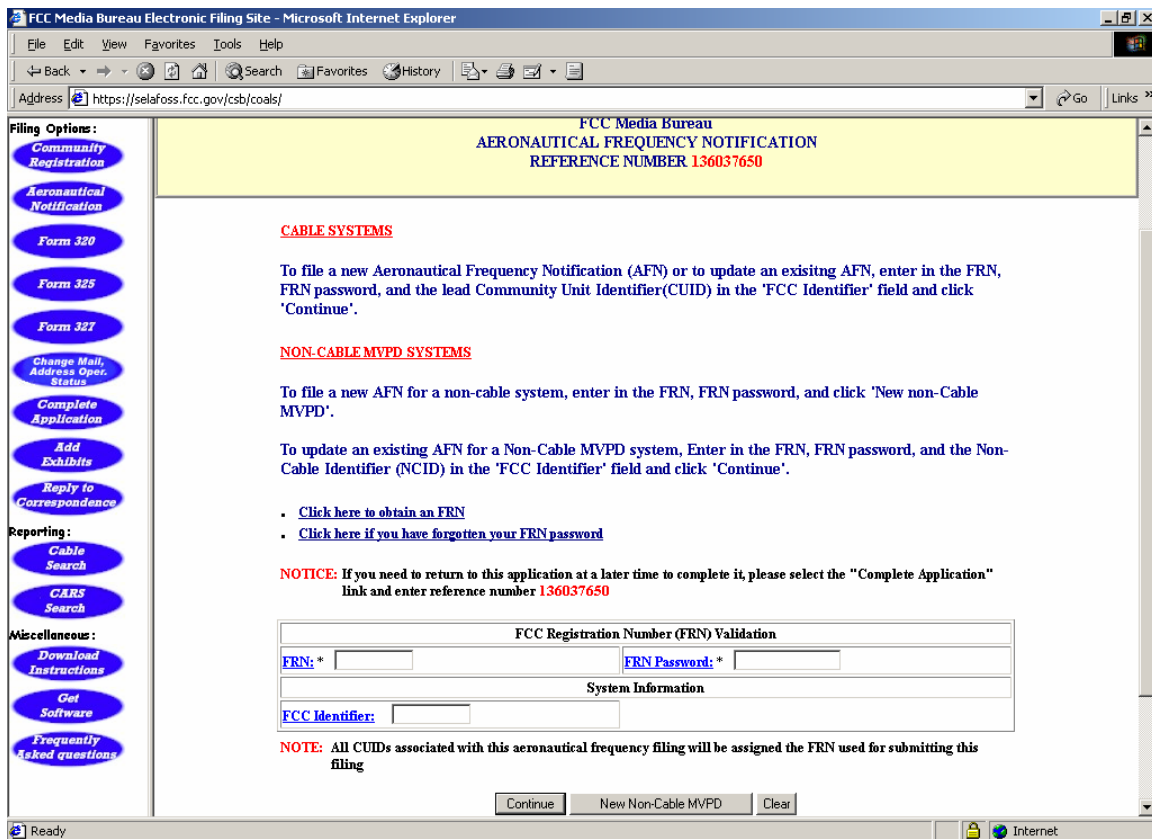


Figure 19: Aeronautical Notification Welcome Page

5.1.1 Cable MVPD Operator

Enter the FRN, FRN Password and CUID, then press the **Continue** button, for the following validations to occur:

1. The FRN and FRN Password will be verified with CORES. If invalid, an error message will be issued and the Aeronautical Frequency Notification application will not be allowed to proceed.
2. The CUID must belong to the current COALS ID. If not, an error message will be issued and the Aeronautical Frequency Notification application will not be allowed to proceed.
3. The CUID must be associated with an active community on file with the Media Bureau. If not, an error message will be issued and the Aeronautical Notification application will not be allowed to proceed.
4. If an aeronautical application is already on file for the community, a warning message will be issued. This warning message will include both the CUIDs for the specified community and any other communities that were included in the prior aeronautical notification. At this point, either proceed with completing the aeronautical notification by selecting the **Continue with Notification button** or choose not to proceed by selecting another filing option or by leaving the web site.

5.1.2 Non-Cable MVPD Operator

Enter the FRN, FRN Password and NCID, then press the **Continue** button, for the following validations to occur:

1. The FRN and FRN Password will be verified with CORES. If invalid, an error message will be issued and the Aeronautical Frequency Notificaion application will not be allowed to proceed.
2. The NCID must belong to the current COALS ID. If not, an error message will be issued and the Aeronautical Notification application will not be allowed to proceed.
3. The NCID must be associated with an active community on file with the Media Bureau. If not, an error message will be issued and the Aeronautical Notification application will not be allowed to proceed.

For new systems that do not yet have an NCID, leave the “FCC Identifier” blank and select the **New Non-Cable MVPD** button for the following validations to occur:

1. The FRN and FRN Password will be verified with CORES. If invalid, an error message will be issued and the Aeronautical Frequency Notificaion application will not be allowed to proceed.
2. If the “FCC Identifier” field is left blank and the “Continue” button is selected, an error message will be issued and the Aeronautical Frequency Notificaion application will not be allowed to proceed.

5.2 Section I MVPD Operator Information

For cable MVPD operators, please refer to Section 5.2.1 for instructions on completing Section I of the Aeronautical Frequency Notification. For non-cable MVPD operators, please refer to Section 5.2.2 for instructions on completing Section I of the Aeronautical Frequency Notification.

5.2.1 Cable MVPD Operator

After passing all validations, Section I of the cable MVPD Aeronautical Frequency Notification will appear:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://seiafoss.fcc.gov/coals/> Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
AERONAUTICAL FREQUENCY NOTIFICATION
REFERENCE NUMBER 136006108

You will be presented with the FCC FORM 159, Fee Remittance Advice after submitting your application and obtaining a confirmation number. This Fee Remittance Advice, FCC Form 159, may be submitted with payment electronically or by mail. If sending payment by mail, please submit to the address indicated in the FCC Fee Filing Guide.

SECTION I: CABLE OPERATOR INFORMATION

1. Cable operator's complete, legal business name: *
 XYZ CABLE COMPANY
 Assumed name for doing business in the community:
 XYZ
 FCC Registration No. (FRN): *
 0007286156

2. Operator's mailing address:
 Line 1: *
 Line 2:
 P.O.Box:
 12345
 City: *
 Washington
 State: * Zip/Postal Code: *
 DC 20554

3. The name and telephone number of a local system official who is responsible for compliance with Section 76.610, 76.611 and 76.612 through 76.616 of the Rules:
 First Name: *
 Last Name: *
 Telephone Number: *

"" - Indicates that this field must be completed before this filing can be submitted

Proceed to Section II Clear Fields

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 FCC - Federal Communications Commission - Aeronautical Notification

Figure 20: Section I: Cable Operator Information

The following information is displayed in Section I of the Aeronautical Notification Application for cable MVPD Operators

Field Name	Definition
Cable Operator Name	Both the legal name and assumed name of the Cable Operator appear pre-filled and may not be modified on this form. If modifications are required, please complete the filing Operator, Address and Operational Status Changes from the COALS web site.
Registrant's FRN: *	This field should contain the validated FRN entered on the FRN welcome screen. This field is pre-filled and cannot be modified.
Cable Operator's mailing address	The cable operator's address appears pre-filled and is not modifiable. If the address is not correct, please complete the filing Operator, Address and Operational Status Changes

	from the COALS web site.
First Name *	Enter the first name of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616.
Last Name *	Enter the last name of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616.
Telephone Number *	Enter the telephone number of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616. Please be sure to include the area code.
Fax Number	Enter the fax number of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616. Please be sure to include the area code.
Email address	Enter the Internet e-mail address of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616.

“*”: This step is required in order for this filing to be completed.

The following command buttons are available on this page:

Proceed to Section II

When selected, this command button will ensure all required fields (those that have asterisks after their name) have been entered. If not, an error message will be presented and the application will be prevented from proceeding to Section II of the Aeronautical Notification. Once this validation has been met, the data will be saved and Section IV of the Community Registration form will be displayed.

Note: At this point, it is possible to complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Community Registration Page.

Clear Fields

When selected, this button will reset all the fields to the values that were previously stored in the COALS database.

5.2.2 Non-Cable MVRP Operators

When the application has passed all validations, Section I of the non-cable MVRP Aeronautical Frequency Notification will appear:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://selafoff.fcc.gov/csb/coal/> Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Open Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked Questions

Federal Communications Commission

FCC Media Bureau
AERONAUTICAL FREQUENCY NOTIFICATION
REFERENCE NUMBER **136007814**

You will be presented with the FCC FORM 159, Fee Remittance Advice after submitting your application and obtaining a confirmation number. This Fee Remittance Advice, FCC Form 159, may be submitted with payment electronically or by mail. If sending payment by mail, please submit to the address indicated in the FCC Fee Filing Guide.

If you are a returning user who would like to update your operator information, please select the "Update Operator Info Only" button below upon completing your update.

Please note that updating operation information only does not require a fee and you will not be presented the FCC Form 159.

MVPD OPERATOR INFORMATION

1. If this is a non-Cable MVPD system, does the system serve more than 1000 subscribers or more than 1000 units? *

YES ☒ NO ☐

2. Indicate the name, mailing address, and telephone number of the MVPD.

Legal Name: * FCC Registration No. (FRN): *

Assumed doing business as name (dba):

Address Line 1: * Address Line 2:

PO Box: City: *

State: * Zip Code: *

Telephone No.: * E-mail address: *

3. The name and telephone number, and e-mail address (if any) of a local system official who is responsible for compliance with the Rules:

Official's Name: *

Telephone Number: * E-mail address: *

4. The following community will be utilizing the aeronautical frequencies indicated on this application:

NCID:

Service Area: * State: *

*** - Indicates that this field must be completed before this filing can be submitted

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FCC - Federal Communications Commission - Aeronautical Notification

Figure 21: Section 1 MVPD Operator Information (Non-Cable)

The following information is displayed in Section I of the Aeronautical Notification Application for non-cable MVPD Operators:

Field Name	Definition
Service to more than 1000 subscribers or 1000 units *	Select Yes or No to answer the question of whether the MVPD system serves more than 1000 subscribers or units.
Legal Name *	Enter the legal name of the cable operator. It must be completed in order to save the registration information.
FCC Registration Number	This field should contain the validated FRN entered on the

(FRN) *	FRN welcome screen. This field is pre-filled and cannot be modified.
Assumed doing business as name (dba)	Enter the name commonly used in the business community to refer to the cable operator. This field is pre-filled when available, and can be modified.
Address *	Enter the full mailing address of the business, including zip code and P.O. Box (if applicable). At minimum, the first address line, city, state and zip code must be completed.
Telephone Number *	Enter the telephone number of the contact person responsible for this aeronautical community. Please be sure to include the area code.
Email address *	Enter the Internet e-mail address of the contact person responsible for this aeronautical community.
Official's Name *	Enter the name of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616.
Official's Telephone number *	Enter ,the telephone number of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616. Please be sure to include the area code.
Official's Email Address *	Enter the Internet e-mail address of the system official responsible for this aeronautical community being in compliance with 47 CFR Section 76.610, 76.611 and 76.612 through 76.616.
Service Area *	Enter the name and/or description of the area where service will be provided under this Aeronautical Notification.
State *	Enter the state of the area where service will be provided under this Aeronautical Notification.

“*”: This step is required in order for this filing to be completed.

The following command buttons are available on this page:

Proceed with AFN

When selected, this command button will ensure that all required fields (those that have asterisks after their name) have been entered. If not, an error message will be presented and prevent proceeding to Section III of the Aeronautical Notification. Once this validation has been met, the data will be saved and Section III of the Community Registration form will be displayed.

Note: At this point, it is possible to complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Community Registration Page.

Clear Fields

When selected, this button will reset all the fields to the values that were previously stored in the COALS database.

5.3 Section II Aeronautical Notification Community List (Cable MVPD Operators only)

Upon proceeding from Section I for cable MVPD Operators, the following page appears:

The screenshot shows the FCC Media Bureau Electronic Filing Site in Microsoft Internet Explorer. The address bar displays <https://selefos.fcc.gov/csb/coals/>. The page title is "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The main content area is titled "SECTION II: AERONAUTICAL NOTIFICATION COMMUNITY LIST" with a reference number of 136006108. It contains a table with the following data:

Community Unit ID (CUID)	Physical System ID (PSID)	Status	Community	Remove CUID from this Aeronautical Group
1. VA0627	020391	Active	XYZ	<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>
10.				<input type="checkbox"/>
11.				<input type="checkbox"/>

Below the table are three buttons: "Proceed to Section III", "Add More Communities", and "Clear Fields". The sidebar on the left contains links for "Filing Options" (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail Address Oper. Status, Complete Application, Add Exhibits, Reply to Correspondence), "Reporting" (Cable Search, CARS Search), and "Miscellaneous" (Download Instructions, Get Software, Frequently Asked questions). The footer includes links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", "Finding Info", and a contact email for the Media Bureau.

Figure 22: Aeronautical Notification Community Page (Cable MVPD)

Enter all communities that will be using aeronautical frequencies as part of this notification. The following fields appear on this page:

Field Name	Definition
Community Unit ID (CUID) *	This is the unique identifier of the community. The first community specified on the Aeronautical Notification Welcome Page is pre-filled on the first row. At least one CUID must be specified on this page. Enter any additional CUIDs as long as they are associated with active communities and belong to the current COALS ID.
Physical System ID	This is the unique identifier of the head-end that services the

(PSID)	specified community. This field is display only and does not appear until after additional community units are entered and the Add More Communities button has been pushed.
Status	This displays the status of the community (i.e. Active, Operational, etc.). This field is display only and does not appear until after additional community units are entered and Add More Communities button has been pushed.
Community	This is the name of the community that is associated with the Community Unit ID (CUID). This field is display only and does not appear until after additional community units are entered and the Add More Communities button has been pushed.
Remove CUID from this Aeronautical Group	Check this field to instruct the page to remove this CUID from the Aeronautical Notification. The deletion occurs when either the Add More Communities button or the Proceed to Section III button has been pushed. <i>Note: This action does not delete the community unit from any other filing (i.e. Community Registration).</i>

“*”: This step is required in order for this filing to be completed.

On-line help is available for each field by selecting the desired field name at the top of each column. The following buttons appear on this page:

Proceed to Section III

Select this button to store the current information and proceed to Section III. When selected, the following validations are performed:

1. At least one community has been specified for this Aeronautical Notification.
2. All CUIDs entered are associated with an active community on file with the Commission.
3. The community associated with the CUID is attached to the current COALS ID.

If any of these validations fail for any community entered on this page, an error message will be presented and will prevent proceeding to Section III of the cable MVPD Aeronautical Notification until the issue has been corrected. Once this validation has been met, the data will be saved. In addition, if any of the community units listed had the **Remove CUID from this Aeronautical Group** checkbox selected, they will be deleted from the notification. Section III of the Aeronautical Notification form will be displayed.

Add More Communities

Select this button to verify the current information and then continue adding more communities. When selected, this command button will perform the following validations:

1. At least one community has been specified for this Aeronautical Notification.
2. All CUIDs entered are associated with an active community on file with the Commission.
3. The community associated with the CUID is attached to the current COALS ID.

If any of these validations fail for any community entered on this page, an error message will be presented and will prevent proceeding to Section III of the Aeronautical Notification until the issue has been corrected. Once this validation has been met, the data will be saved. In addition, if any of the community units listed had the **Remove CUID from this Aeronautical Group** checkbox selected, they will be deleted from the notification.

Once the communities have been saved or deleted, this page will refresh pre-filled with all CUIDs entered thus far. In addition, the PSID, Status and Community fields will appear pre-filled for each CUID and an additional ten blank rows will appear at the bottom of the page. This process of entering additional CUIDs, followed by selecting the **Add More Communities** button as necessary may be repeated until all the necessary communities have been entered.

Clear Fields

Select this button to clear all the CUIDs entered on the current page. This button will not remove previously submitted CUIDs or the fields pre-filled by the system. To remove any CUIDs previously submitted, select the **Remove CUID from this Aeronautical Group** checkbox for each undesired CUID, followed by selecting either the **Add More Communities** or **Proceed to Section III** button.

5.4 Section III: Aeronautical Frequency Entry Page

For cable MVPD operators, please refer to Section 5.4.1 for instructions on completing Section III of the Aeronautical Frequency Notification. For non-cable MVPD operators, please refer to Section 5.4.2 for instructions on completing Section III of the Aeronautical Frequency Notification.

5.4.1 Cable MVPD Operator

Upon completion of Section II of the Aeronautical Notification, the cable MVPD Aeronautical Frequency Entry Page is presented:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://seleaffoss.fcc.gov/csb/coins/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address, Opes, Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
AERONAUTICAL FREQUENCY NOTIFICATION
Reference Number: 136006108

The following frequencies will be used by the cable system and communities indicated on this application:

Frequency (MHz)	Modulation	Frequency Type	Delete	Frequency (MHz)	Modulation	Frequency Type	Delete
1. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>	2. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>	4. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>
5. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>	6. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>
7. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>	8. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>
9. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>	10. <input type="text"/>	<input type="text"/>	<input type="radio"/> HRC <input type="radio"/> IRC	<input type="checkbox"/>

Proceed Add More Frequencies Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Aeronautical Notification

Figure 23: Aeronautical Frequency Entry Page (Cable MVPD)

All aeronautical frequencies that will be utilized as part of this notification are required to be entered in this section. The following fields appear on this page:

Field Name	Definition
Frequency (MHz) *	Enter the exact aeronautical frequency to be used, in Megahertz (MHz). The frequency must be within the range of 108-137 MHz or 225-400 MHz. Up to four digits past the decimal point may be specified.
Modulation *	Select the type of modulation associated with each frequency.
Frequency Type *	Select the frequency type (HRC or IRC) associated with each frequency. <i>Note: The tolerance for each frequency is set depending on the value entered in this field.</i>
Delete	To delete one or more frequencies in the list, select the checkbox associated with the specific frequency. When the page is submitted, these frequencies will be removed from this filing.

“*”: This step is required in order for this filing to be completed.

On-line help is available for each field by selecting the desired field name at the top of each column. The following command buttons are available on this page:

Proceed to Section IV

Select this command button to store the current data and proceed to Section IV. When selected, the following validations will be performed for each row of frequency data entered:

1. The frequency entered must be a valid aeronautical frequency and fall within the range of 108-137 MHz or 225-400 MHz.
2. The frequency entered must be offset properly. This is determined based on whether an HRC or an IRC frequency type was specified.

If any of these validations fail for any frequency entered on this page, an error message will be presented and will prevent proceeding to Section IV of the Aeronautical Notification until the issue has been corrected. Once these validations have been met, the data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the notification. Section IV of the Aeronautical Notification form will then be displayed.

Add More Frequencies

Select this command button to validate the current information, and continue adding more frequencies. When selected, the following validations will be performed for each row of frequency data entered:

1. The frequency entered must be a valid aeronautical frequency and fall within the range of 108-137 MHz or 225-400 MHz.
2. The frequency entered must be offset properly. This is determined based on whether an HRC or an IRC frequency type was specified.

If any of these validations fail for any frequency entered on this page, an error message will be presented and will prevent proceeding to Section IV of the Aeronautical Notification until the issue has been corrected. Once these validations have been met, the data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the notification.

Once the frequencies have been saved or deleted, this page will refresh pre-filled with all frequencies entered thus far. In addition, the modulation and frequency type will appear pre-filled for each frequency and an additional ten blank rows will appear at the bottom of the page. This process of entering additional frequencies followed by selecting the **Add More Frequencies** button may be repeated as necessary until all the necessary frequencies have been entered.

Clear Fields

Select this button to clear all the frequencies entered on the current page. This button will not remove previously submitted frequencies or the fields pre-filled by the system. To remove any frequencies previously submitted, select the **Delete** checkbox for each undesired frequency, followed by selecting either the **Add More Frequencies** or **Proceed to Section IV** button.

5.4.2 Non-Cable MVPD Operator

Upon completion of Section II of the Aeronautical Notification, the non-cable MVPD Aeronautical Frequency Entry Page is presented:

The screenshot shows the FCC Media Bureau Electronic Filing Site in Microsoft Internet Explorer. The main content area is titled "FCC Media Bureau AERONAUTICAL FREQUENCY NOTIFICATION" with a reference number of 136041287. Below this, a table lists frequencies to be used by the MVPD system and communities. The table has columns for Frequency (MHz), Modulation, Frequency Type, and Delete. There are 10 rows for frequency entry. Below the table are buttons for "Proceed", "Add More Frequencies", and "Clear Fields".

Frequency (MHz)	Modulation	Frequency Type	Delete
1.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
2.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
3.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
4.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
5.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
6.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
7.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
8.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
9.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
10.		<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>

Figure 24: Aeronautical Frequency Entry Page (Non-Cable MVPD)

All aeronautical frequencies that will be utilized as part of this notification are required to be entered in this section. The following fields appear on this page:

Field Name	Definition
Frequency (MHz) *	Enter the exact aeronautical frequency to be used, in Megahertz (MHz). The frequency must be within the range of 108-137 MHz or 225-400 MHz. Up to four digits past the decimal point may be specified.

Modulation *	Select the type of modulation associated with each frequency.
Frequency Type *	Select the frequency type (HRC or IRC) associated with each frequency. <i>Note: The tolerance for each frequency is set depending on the value entered in this field.</i>
Delete	To delete one or more frequencies in the list, select the checkbox associated with the specific frequency. When the page is submitted, these frequencies will be removed from this filing.

“*”: This step is required in order for this filing to be completed.

On-line help is available for each field by selecting the desired field name at the top of each column. The following command buttons are available on this page:

Proceed to Section IV

Select this button to store the current information and proceed to Section IV. The following validations will be performed for each row of frequency data entered:

1. The frequency entered must be a valid aeronautical frequency and fall within the range of 108-137 MHz or 225-400 MHz.
2. The frequency entered must be offset properly. This is determined based on whether an HRC or an IRC frequency type was specified.

If any of these validations fail for any frequency entered on this page, an error message will be presented and will prevent proceeding to Section IV of the Aeronautical Notification until the issue has been corrected. Once these validations have been met, the data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the notification. Section IV of the Aeronautical Notification form will then be displayed.

Add More Frequencies

Select this button to validate the current information and then continue adding more frequencies. The following validations will be performed for each row of frequency data entered:

1. The frequency entered must be a valid aeronautical frequency and fall within the range of 108-137 MHz or 225-400 MHz.
2. The frequency entered must be offset properly. This is determined based on whether an HRC or an IRC frequency type was specified.

If any of these validations fail for any frequency entered on this page, an error message will be presented and will prevent proceeding to Section IV of the Aeronautical Notification until the issue has been corrected. Once these validations have been met, the

data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the notification.

Once the frequencies have been saved or deleted, this page will refresh pre-filled with all frequencies entered thus far. In addition, the modulation and frequency type will appear pre-filled for each frequency and an additional ten blank rows will appear at the bottom of the page. This process of entering additional frequencies followed by selecting the **Add More Frequencies** button may be repeated as necessary until all the necessary frequencies have been entered.

Clear Fields

Select this button to clear all the frequencies entered on the current page. This button will not remove previously submitted frequencies or the fields pre-filled by the system. To remove any frequencies previously submitted, select the **Delete** checkbox for each undesired frequency, followed by selecting either the **Add More Frequencies** or **Proceed to Section IV** button.

5.5 Sections IV & V: Physical System Information/Certification Page

For cable MVPD operators, please refer to Section 5.5.1 for instructions on completing Section IV and V of the Aeronautical Frequency Notification. For non-cable MVPD operators, please refer to Section 5.5.2 for instructions on completing Section IV and V of the Aeronautical Frequency Notification.

5.5.1 Cable Operators

Upon completion of Section III of the Aeronautical Notification, the Physical System Information/Certification Page for cable MVPDs appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://selafoff.fcc.gov/csb/coal/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
AERONAUTICAL FREQUENCY NOTIFICATION
REFERENCE NUMBER 136006108

SECTION IV: PHYSICAL SYSTEM INFORMATION

1. Enter the geographical coordinates of a point near the center of the system in NAD 83 standard:
Latitude (DDMMSS): * ° ' " ☐ North ☐ South
Longitude (DDMMSS): * ° ' " ☐ East ☐ West

2. Radius of the existing or planned system starting from a point near the center to the most remote point of the system:
Radius (in kilometers): *

3. Cable system's power output:
Peak Power * Measured In: * Kilowatts

4. Please describe the procedure(s) that will be followed ensuring that this cable system will use the aeronautical frequencies according to the rules set forth by the FCC *

5. Applicants filing notification of aeronautical frequency use must submit the cumulative leakage index derived under § 76.611(a)(1) or the results of airspace measurements derived under § 76.611(a)(2) by filing FCC Form 320. If this has not been completed, please explain why in the area below:

Downloading picture https://selafoff.fcc.gov/cgi-bin/ws.exe/csb/coal/forms/afp/LINK="#0000FF"...

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://selafoff.fcc.gov/csb/coal/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

5. Applicants filing notification of aeronautical frequency use must submit the cumulative leakage index derived under § 76.611(a)(1) or the results of airspace measurements derived under § 76.611(a)(2) by filing FCC Form 320. If this has not been completed, please explain why in the area below:

SECTION V: CERTIFICATION

* APPLICANT ANTI-DRUG ABUSE CERTIFICATION:
By signing below, the individual applicant certifies that he or she is eligible for this license. This requires that he or she is not subject to a denial of federal benefits, including FCC benefits, as a result of a drug offense conviction pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. 862. A non-individual applicant, e.g., corporation, partnership or other unincorporated association, certifies that no party to the application is subject to a denial of federal benefits, pursuant to that section. For definition of a "party" for these purposes, see 47 CFR 1.2002(h).

6. Signature: *

Title of Person Signing Application: *

Date: 05/07/2003

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(A)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

*** - Indicates that this field must be completed before this filing can be submitted

Complete Submission Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Aeronautical Notification

Figure 25: Physical System Information/Certification Page (Cable MVPD)

All required fields must be filled out on this page in order to complete this Aeronautical Notification. The following fields appear on this page:

Field Name	Definition
Geographical Coordinates *	Enter the latitude and longitude of the physical system location in degrees, minutes and seconds (DDMMSS) format. The latitude and longitude directions are pre-set to North and West, respectively. However, they may be set to South and East if the coordinates fall outside of the continental United States.
System Radius *	Enter the maximum radius of the cable system in kilometers.
Power Output *	Specify the cable system's power output at peak power. In addition, select from the drop down menu the unit of measure that was used in determining this value.
Procedures Used For FCC Compliance *	Enter an explanation of the procedures that will be followed to ensure that the aeronautical frequencies specified in this notification will be used according to the rules set forth by the FCC. This field is expandable and can hold as much text as required to complete the explanation.
Explanation of Missing CLI Report (FCC Form 320)	A Cumulative Leakage Inspection Report is required at the time this Notification of Aeronautical Frequency Use has been completed. If this cannot be completed, enter an explanation in this text block. This field is expandable and can hold as much text as required to complete the explanation.
Signature *	Enter the typed signature of the person completing this application. <i>Note: By signing this application, you certify that you have read and agree to the terms of this filing.</i>
Title of Person Signing the Form *	Enter the official title of the person signing this application (e.g. President).

“*”: This step is required in order for this filing to be completed.

On-line help is available by selecting the numbered link listed to the left of each page section.

The following buttons appear on this page:

Complete Submission

When selected, a check will be made to ensure all required fields have been entered. These fields are identified with an asterisk at the end of the field name. If any required fields are left blank, an error message will be presented and will prevent completion of the application. Once these validations have been met, the data will be saved. The confirmation page will then be displayed.

Clear Fields

When selected, this button will clear all the data entered on the current page. However, this button will not remove any fields pre-filled by the system.

5.5.2 Non-cable MVPD Operator

Upon completion of Section II of the Aeronautical Notification, the Physical System Information/Certification Page for Non-cable MVPDs appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://seiafoss.fcc.gov/csb/coalas/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software

Federal Communications Commission

FCC Media Bureau
AERONAUTICAL FREQUENCY NOTIFICATION
REFERENCE NUMBER 136041287

PHYSICAL SYSTEM INFORMATION

1. Enter the geographical coordinates of a point near the center of the system in NAD 83 standard:
Latitude (DDMMSS): * ° ' " ☐ North ☐ South
Longitude (DDMMSS): * ° ' " ☐ East ☐ West

2. Radius of the existing or planned system starting from a point near the center to the most remote point of the system:
Radius (in kilometers): *

3. MYPD system's power output:
Peak Power * Measured In: * Kilowatts

4. Please describe the procedure(s) that will be followed ensuring that this cable system will use the aeronautical frequencies according to the rules set forth by the FCC *

5. Applicants filing notification of aeronautical frequency use must submit the cumulative leakage index derived under § 76.611(a)(1) or the results of airspace measurements derived under § 76.611(a)(2) by filing FCC Form 320. If this has not been completed, please explain why in the area below:

CERTIFICATION

By signing below, the operator certifies that:
(1) The system monitoring procedures comply with the requirements of 47 C.F.R. § 76.614 and § 76.1706.
(2) Neither the operator nor any other 'party' to the notification is subject to a denial of federal benefits that includes FCC benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862. For the definition of a 'party' for this purpose refer to 47 C.F.R. § 1.2002(b).

6. Signature: *
Title of Person Signing Application: * Date: 05/09/2003

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(A)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

*** - Indicates that this field must be completed before this filing can be submitted

Complete Submission Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Aeronautical Notification

Figure 26: Physical System Information/Certification Page (Non-Cable MYPD)

All required fields must be filled out on this page in order to complete this Aeronautical Notification. The following fields appear on this page:

Field Name	Definition
Geographical Coordinates *	Enter the latitude and longitude of the physical system location in degrees, minutes and seconds (DDMMSS) format. The latitude and longitude directions are pre-set to North and West, respectively. However, they may be set to South and East if the coordinates fall outside of the continental United States.
System Radius *	Enter the maximum radius of the cable system in kilometers.
Power Output *	Specify the cable systems power output at peak power. In addition, select from the drop down menu the unit of measure that was used in determining this value.
Procedures Used For FCC Compliance *	Enter an explanation of the procedures that will be followed to ensure that the aeronautical frequencies specified in this notification will be used according to the rules set forth by the FCC. This field is expandable and can hold as much text as required to complete the explanation.
Explanation of Missing CLI Report (FCC Form 320)	A Cumulative Leakage Inspection Report is required at the time this Notification of Aeronautical Frequency Use has been completed. If this cannot be completed, enter an explanation in this text block. This field is expandable and can hold as much text as required to complete the explanation.
Signature *	Enter the typed signature of the person completing this application. <i>Note: By signing this application, you certify that you have read and agree to the terms of this filing.</i>
Title of Person Signing the Form *	Enter the official title of the person signing this application (e.g. President).

“*”: This step is required in order for this filing to be completed.

On-line help is available by selecting the numbered link listed to the left of each page section.

The following buttons appear on this page:

Complete Submission

When selected, a check will be made to ensure all required fields have been entered. These fields are identified with an asterisk at the end of the field name. If any of these fields are left blank, an error message will be presented and will prevent completion of the application. Once these validations have been met, the data will be saved. The confirmation page will then be displayed.

Clear Fields

Select this button to clear all the data entered on the current page. However, this button will not remove any fields pre-filled by the system.

5.6 Aeronautical Notification Confirmation Page

For cable MVPD operators, please refer to Section 5.6.1. For non-cable MVPD operators, please refer to Section 5.6.2.

5.6.1 Cable Operators

When the **Complete Submission** button is selected from the [Physical System Information/Certification Page](#), the following confirmation window appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoos.fcc.gov/csb/coalas/". The page features the FCC logo and the text "Federal Communications Commission".

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address, Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Main Content:

The Notification of Aeronautical Frequency Use That You Just Entered Has Been Submitted Successfully To The FCC Media Bureau. Additionally, a fee is required by the FCC to complete this notification (see Proceed to Payment Options below). Please Print Or Record The Following Information and Save For Future Reference:

Application Confirmation Number:	CB101685
Cable Operator Name:	XYZ CABLE COMPANY
Date of Submission:	05/07/2003

Press this button to submit exhibits, if required.

NOTICE: A Cumulative Leakage Inspection Report (FCC Form 320) is required along with this Aeronautical Notification. To complete a Form 320 now, please select the Form 320 button to the left of our screen and submit your CLI report.

Press this button to obtain the fee due and payment instructions.

NOTE: This application will not be processed until the FCC receives the full payment due. Payment must be received within 14 calendar days.

Footer:

FCC Home Page | Search | Commissioners | Bureaus/Offices | Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Aeronautical Notification

Figure 27: Aeronautical Notification Confirmation Page (Cable MVPD)

This page certifies that the Notification of Aeronautical Frequency Use is complete. It is strongly encouraged to print or record this information for future reference to this application. At this point, additional applications may be submitted by selecting the desired button to the left of the page or pay for this application by selecting the **Proceed to Payment Options** button. *Note: This application will not be reviewed by the FCC*

Media Bureau until payment has been received in full within 14 business days from day of filing submission.

5.6.2 Non-cable MVPD Operators

Upon selection of the **Complete Submission** button from the [Physical System Information/Certification Page](#), the following confirmation window appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://seiafoss.fcc.gov/csb/coins/". The page features the FCC logo and the text "Federal Communications Commission".

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 321
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software

The main content area displays the following text:

The Notification of Aeronautical Frequency Use That You Just Entered Has Been Submitted Successfully To The FCC Media Bureau. Additionally, a fee is required by the FCC to complete this notification (see Proceed to Payment Options below). Please Print Or Record The Following Information and Save For Future Reference:

Application Confirmation Number:	CB115109
MVPD Operator Name:	XYZ MVPD
Date of Submission:	05/09/2003

Press this button to submit exhibits, if required.

NOTICE: A Cumulative Leakage Inspection Report (FCC Form 320) is required along with this Aeronautical Notification. To complete a Form 320 now, please select the Form 320 button to the left of our screen and submit your CLI report.

Press this button to obtain the fee due and payment instructions.

NOTE: This application will not be processed until the FCC receives the full payment due. Payment must be received within 14 calendar days.

At the bottom of the page, there are links: [FCC Home Page](#), [Search](#), [Commissioners](#), [Bureaus/Offices](#), and [Finding Info](#). Below these links is a footer that reads: "Mail your comments or suggestions to the Media Bureau" and "FCC - Federal Communications Commission - Aeronautical Notification".

Figure 28: Aeronautical Notification Confirmation Page (Non-cable MVPD)

This page certifies that the Notification of Aeronautical Frequency Use is complete. It is strongly encouraged to print or record this information for future reference to this application. At this point, additional applications may be submitted by selecting the desired button to the left of the page or pay for this application by selecting the **Proceed to Payment Options** button. *Note: This application will not be reviewed by the FCC Media Bureau until payment has been received in full within 14 business days of filing submission. Please refer to the [Completing FCC Form 159](#) section of this manual for details on payment submission.*

6. Filing a Cumulative Leakage Inspection Report (FCC Form 320)

MVPD operators are required to submit a Cumulative Leakage Inspection (CLI) Report at the time the Aeronautical Notification is submitted. In addition, a CLI Report is required annually for the duration that the MVPD System uses aeronautical frequencies. This application is available on the COALS Electronic Filing Site.

In order to file a CLI Report (Form 320) electronically, the following items are required:

1. A valid COALS ID. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details .
2. An FCC Identifier, which is either a Community Unit ID (CUID) associated with the cable community that will be served with aeronautical frequencies or a Non-Cable Identifier (NCID) associated with the service area that will be served with aeronautical frequencies. The FCC Identifier is issued when a community registration or a non-cable MVPD Aeronautical Notification has been approved. To register the community unit, please refer to the [Community Registration](#) section of this document. To obtain an NCID, please refer to the [Notification of Aeronautical Frequency Use filing](#) of this document.

6.1 Form 320 Welcome Page

Upon selection of **Form 320** from the Option Menu, and after logging in as a COALS user, the following window will be presented:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoos.fcc.gov/csb/coals/". The page features a navigation menu on the left with categories: Filing Options (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Open, Status, Complete Application, Add Exhibits, Reply to Correspondence), Reporting (Cable Search, CARS Search), and Miscellaneous (Download Instructions, Get Software, Frequently Asked questions). The main content area displays the "Federal Communications Commission" logo and the title "Signal Leakage Performance Report (FCC Form 320)". A red "NOTICE" states: "If you need to return to this application at a later time to complete it, please select the 'Complete Application' link and enter reference number 136014122". Below this, instructions for Cable Operators and Non-Cable MVPD users are provided. A text input field for the "FCC Identifier" is shown with "Continue" and "Clear Fields" buttons. A link to the "Media Bureau Database" is provided for users who don't know their CUID or NCID. At the bottom, there is a navigation bar with links to FCC Home Page, Search, Commissioners, Bureaus/Offices, and Finding Info, along with a footer message: "Mail your comments or suggestions to the Media Bureau. FCC - Federal Communications Commission - Cumulative Leakage Inspection Form".

Figure 29: Form 320 Welcome Page

The lead FCC Identifier of the tested communities must be entered before proceeding. Once the FCC Identifier has been entered and the **Continue** button pressed, the following validations will occur:

1. The CUID or NCID must belong to the current COALS ID. If not, an error message will be issued and procedure to the Form 320 application will not be allowed.
2. The CUID or NCID must be an active community on file with the Media Bureau. If not, an error message will be issued and procedure to the Form 320 application will not be allowed.

6.2 Section I: General Information

For cable MVPD operators, please refer to Section 6.2.1 for instructions on completing Section I of the Aeronautical Frequency Notification. For non-cable MVPD operators, please refer to Section 6.2.2 for instructions on completing Section I of the Aeronautical Frequency Notification.

6.2.1 Cable MVPD Operators

After validation of the FCC Identifier (CUID for cable MVPDs), the following window appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: <https://seiafoss.fcc.gov/csb/coal/>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software

Federal Communications Commission

FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON, DC 20554
BASIC SIGNAL LEAKAGE PERFORMANCE REPORT
FCC FORM 320
REFERENCE NUMBER: 136014122

Approved by OMB
3060-0433

SECTION I: GENERAL INFORMATION

1. Cable System Owner:
XYZ CABLE COMPANY

2. Mailing Address:
Line 1:
Line 2:
P.O.Box:
12345
City:
Washington
State: Zip/Postal Code:
DC 20554
Telephone Number: *
2021234567

3. Community Served:

XYZ

4. Enter all communities included in the CLI Test: *

Community Unit ID (CUID)	Physical System ID (PSID)	Remove	Community Unit ID (CUID)	Physical System ID (PSID)	Remove
1. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	2. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	4. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	6. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	10. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	12. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**- Indicates that this field must be completed before this filing can be submitted

Proceed to Section II Add More Communities Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Cumulative Leakage Inspection Form

Figure 30: Section I: General Information (Cable MVPD)

All required fields must be filled out on this page in order to complete this section and proceed to the next. The following fields appear on this page and are pre-filled by the system. Check this information for accuracy. If any of this information is incorrect, stop the CLI filing and proceed to 47 CFR Section 76.400 to correct the items.

Field Name	Definition
Cable System Owner *	This is the legal name of the cable operator that owns the affected community. This field is pre-filled by the system based on the registration data of the CUID entered on the welcome page and is display only.
Mailing Address *	This is the mailing address of the cable operator that owns the affected community. This field is pre-filled by the system based on the registration data of the CUID entered on the welcome page and is display only.
Community Served *	This is the name of the community associated with the CUID entered on the welcome page. This field is pre-filled by the system based on the registration data on CUID entered on the welcome page and is display only.

Question 4 on CLI Form Section I requires that any additional communities included in the CLI test be entered here. Enter the rest of the communities included in the test as required in this section. The following fields appear in this section:

Field Name	Definition
Community Unit ID (CUID) *	Enter the FCC identifiers of all communities to be included in this report. The first community, specified on the Form 320 Welcome Page , is pre-filled on the first row. At least one CUID must be specified on this page. Any additional community units specified must be associated with active communities and belong to the current COALS ID.
Physical System ID (PSID) *	This is the unique identifier of the head-end that services the specified community. This field is display only and does not appear until after additional community units are entered and the Add More Communities button has been selected.
Remove	When checked, this field instructs the page to remove this CUID from the current Form 320. The deletion occurs when either the Add More Communities button or the Proceed to Section III button has been selected. <i>Note: This action does not delete the community unit from any other filing (i.e. Community Registration).</i>

On-line help is available by selecting the numbered link listed to the left of each page.

The following buttons appear on this page:

“Proceed to Section II” Button

Select this button when all the communities to be included in this report have been entered. When selected, the system will perform the following validations for this section:

1. At least one CUID is specified.
2. All CUIDs entered must be associated with an active community on file with the FCC.

If any of these validations fail for any community entered on this page, an error message will appear preventing procedure to Section II until the issue(s) have been corrected. Once these validations have been met, the data will be saved. In addition, if any of the community units listed have the **Remove** checkbox selected, they will be deleted from the application. After validation of this form, Section II of Form 320 will be displayed.

Note: At this point, it is possible to complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Form 320 Page.

“Add More Communities” Button

Select this button to validate the current information and then continue adding more communities. When selected, the system will perform the following validations for this section:

1. Each CUID entered must be an active community on file with the FCC.
2. Each CUID must be associated to a community linked to the current COALS ID.

If any of these validations fail for any community entered on this page, an error message will appear preventing procedure until the issue(s) have been corrected. Once these validations have been met, the data will be saved. In addition, if any of the community units listed have the **Remove** checkbox selected, they will be deleted from the application.

Once the communities have been saved or deleted, this page will refresh pre-filled with all CUIDs entered thus far. In addition, the PSID field will appear pre-filled for each CUID and additionally ten blank rows will appear at the bottom of the page. This process of entering additional CUIDs, followed by selecting the **Add More Communities** button may be repeated as necessary until all the communities to be included in the report have been entered.

Note: Once the Add More Communities button has been selected and the screen refreshes, it is possible to either complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the page.

Clear Fields

Select this button to clear all the CUIDs entered on the current page. This button will not remove previously submitted CUIDs or the fields pre-filled by the system. To remove

any CUIDs previously submitted, select the **Remove** checkbox for each desired CUID, followed by selecting either the **Add More Communities** or **Proceed to Section II** button.

6.2.2 Non-cable MVPD Operators

After validation of the FCC Identifier (NCID for non-cable MVPDs), the following window appears:

The screenshot displays the FCC Media Bureau Electronic Filing Site in Microsoft Internet Explorer. The browser's address bar shows the URL: <https://selafoff.fcc.gov/csb/coal/>. The page features a navigation menu on the left with categories: Filing Options (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Oper. Status, Complete Application, Add Exhibits, Reply to Correspondence), Reporting (Cable Search, CARS Search), and Miscellaneous (Download Instructions). The main content area is titled "Filing Options" and includes the FCC logo and the text "Federal Communications Commission". Below this, the page header identifies the document as "FEDERAL COMMUNICATIONS COMMISSION WASHINGTON, DC 20554 BASIC SIGNAL LEAKAGE PERFORMANCE REPORT FCC FORM 320" with a reference number of 136063967. The "SECTION I: GENERAL INFORMATION" section contains the following fields: 1. MVPD System Owner: XYZ MVPD; 2. Mailing Address: Line 1: 1234 XYZ Road, Line 2: (empty); P.O.Box: (empty); City: Washington; State: DC; Zip/Postal Code: 20554; Telephone Number: 2021234567. A red asterisk indicates that the telephone number field is required. The "3. Area included in the CLI Test:" section shows the FCC Identifier (NCID) as DCA003, the Community as XYZ, and the State as DC. A red asterisk indicates that this field must be completed before the filing can be submitted. At the bottom of the form, there are buttons for "Proceed to Section II" and "Clear Fields". The footer includes links to the FCC Home Page, Search, Commissioners, Bureaus/Offices, and Finding Info, along with a note to mail comments or suggestions to the Media Bureau.

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address <https://selafoff.fcc.gov/csb/coal/> Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions

Federal Communications Commission

FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON, DC 20554
BASIC SIGNAL LEAKAGE PERFORMANCE REPORT
FCC FORM 320
REFERENCE NUMBER: 136063967

Approved by OMB
3060-0433

SECTION I: GENERAL INFORMATION

1. MVPD System Owner:
XYZ MVPD

2. Mailing Address:
Line 1:
1234 XYZ Road
Line 2:
P.O.Box:
City:
Washington
State: DC Zip/Postal Code: 20554
Telephone Number: *
2021234567

3. Area included in the CLI Test:

FCC Identifier (NCID): DCA003	Community: XYZ	State: DC
----------------------------------	-------------------	--------------

**** - Indicates that this field must be completed before this filing can be submitted**

Proceed to Section II Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - Cumulative Leakage Inspection Form

Figure 31: Section I: General Information (Non-cable MVPD)

All required fields must be filled out on this page in order to complete this section and proceed to the next. The following fields appear on this page and are pre-filled by the system: check this information for accuracy. If any of this information is not correct, stop the CLI filing and proceed to 47 CFR Section 76.1610 to correct the items.

Field Name	Definition
MVPD System Owner *	This is the legal name of the MVPD operator that owns the affected community. This field is pre-filled by the system based on the aeronautical notification data of the NCID entered on the welcome page and it can be modified.
Mailing Address *	This is the mailing address of the MVPD operator that owns the affected community. This field is pre-filled by the system based on the aeronautical notification data of the NCID entered on the welcome page and it can be modified.
Telephone Number *	This is the telephone number of the MVPD operator that owns the affected community. This field is pre-filled by the system based on the aeronautical notification data of the NCID entered on the welcome page and it can be modified.
Community Served *	This is the name of the community associated with the NCID entered on the welcome page. This field is pre-filled by the system based on the aeronautical notification data on the NCID entered on the welcome page and it is display only.

On-line help is available by selecting the numbered link listed to the left of each page.

The following buttons appear on this page:

“Proceed to Section II” Button

Select this button to save the current information and continue. When selected, the system will validate that all required fields are entered and correct. Section II of the Form 320 will then be displayed.

Note: At this point, it is possible to either complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Form 320 Page.

Clear Fields

Select this button to reset all the data currently entered on the page. All fields will be restored to the contents currently stored in the COALS database.

6.3 Section II: Local System Information

Section II applies to both cable MVPD operators and non-cable MVPD operators.

The following page appears after Section I of the Form 320 has been completed and the **Proceed to Section II** button has been selected:

The screenshot shows the FCC Media Bureau Electronic Filing Site in Microsoft Internet Explorer. The address bar shows the URL: https://selafoos.fcc.gov/csb/coal/. The page title is 'FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer'. The main content area is titled 'SECTION II: LOCAL SYSTEM INFORMATION'. It contains two main sections: '1. Person responsible for Report' and '2. Are aeronautical frequencies (i.e., 108-137 or 225-400 MHz) used by this cable television system?'. The first section includes fields for First Name, Last Name, Address Line 1, Address Line 2, P.O. Box, City, State, Zip/Postal Code, and Telephone Number. The second section includes radio button options for Yes, No, and Operating Below 38.75 dBmV, and an 'Enter Frequencies' button.

Figure 32: Section II: Local System Information

The following fields appear in this section:

Field Name	Definition
Person Responsible For Report *	Enter the first and last name of the person responsible for the overall CLI Leakage Report (FCC Form 320)
Address of Person Responsible *	Enter the street address of the person responsible for the overall CLI Leakage Report (FCC Form 320). The first address line or PO Box, city, state and zip code is required.
Telephone Number *	Enter the telephone number of the person responsible for the overall CLI Leakage Report (FCC Form 320), including the area code.
Email Address	Enter the email address of the person responsible for the overall CLI Leakage Report (FCC Form 320).
Aeronautical Frequencies Used Question*	Specify whether or not aeronautical frequencies are being used to provide service for the communities listed in this application. The following actions are to be taken based on

	<p>the following responses:</p> <ul style="list-style-type: none"> • Yes: If aeronautical frequencies are being used, each frequency must be specified by selecting the Enter Frequencies button. • No: If aeronautical frequencies are not being used, proceed directly to Section IV (Certification) located at the bottom of the current page. Do not enter information in the frequency, ground-based test results or airspace test results sections of this page. • Operating Below Power: If operating below power, proceed directly to Section IV (Certification) located at the bottom of the current page. Do not enter information in the frequency, ground-based test results or airspace test results sections of this page.
--	---

“*”: This step is required in order for this filing to be completed.

On-line help is available by selecting the numbered link listed to the left of each page.

6.4 Entering Aeronautical Frequencies

This section applies to both cable MVPD operators and non-cable MVPD operators.

If aeronautical frequencies are being used to service the communities listed in this Form 320 application, please specify each frequency that is being used. When the **Enter Frequencies** button is selected, the following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://selafoff.fcc.gov/csb/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
SIGNAL LEAKAGE FREQUENCY ENTRY
Reference Number: 136014122

The following frequencies were used by the cable communities indicated in this application:

Frequency (MHz)	Frequency Type	Delete?	Frequency (MHz)	Frequency Type	Delete?
1.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	2.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
3.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	4.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
5.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	6.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
7.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	8.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
9.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	10.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
11.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	12.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
13.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	14.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
15.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	16.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
17.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	18.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
19.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	20.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
21.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	22.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>
23.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>	24.	<input type="radio"/> HRC <input checked="" type="radio"/> IRC	<input type="checkbox"/>

Save & Return to Main Form Add More Frequencies Clear Fields

https://selafoff.fcc.gov/csb/coal/forms/cl/Help.htm#afp_freq

Figure 33: Signal Leakage Frequency Entry Page

Enter all offset aeronautical frequencies that will be utilized as part of this application. The following fields appear on this page:

Field Name	Definition
Frequency (MHz) *	Enter the offset aeronautical frequency using, in Megahertz (MHz). The frequency must be within the range of 108-137 MHz or 225-400 MHz. Up to four digits past the decimal. Example: 121.2625
Frequency Type *	Select the frequency type (HRC or IRC) associated with each frequency. <i>Note: The tolerance for each frequency is set depending on the value entered in this field.</i>
Delete	If one or more frequencies in the list need to be deleted, select the checkbox associated with each specific frequency to be deleted. When the page is submitted, these frequencies will be removed from this filing.

“*”: This step is required in order for this filing to be completed.

On-line help is available for each field by selecting the desired field name. The following buttons are available on this page:

Save & Return to Main Form

Select this button to store the entered frequencies and return to Section II. When selected, the following validations will be performed for each row of frequency data entered:

1. Each frequency entered must fall within the range of 108-137 MHz or 225-400 MHz.
2. Each frequency entered must be offset properly (see 47 CFR Section 76.612 for standards). This is determined based on whether HRC or IRC frequency type has been specified.

If any of these validations fail for any frequency entered on this page, an error message will appear preventing return to Section II of Form 320 until the issue has been corrected. Once these validations have been met, the data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the application. At this point to application will return to Section II of the Form 320.

Add More Frequencies

Select this button to validate and store all current frequencies and continue adding more frequencies. When selected, the following validations will be performed for each row of frequency data entered:

1. Each frequency entered must fall within the range of 108-137 MHz or 225-400 MHz.
2. Each frequency entered must be offset properly. This is determined based on whether HRC or IRC frequency type has been selected.

If any of these validations fail for any frequency entered on this page, an error message will appear preventing return to Section II of Form 320 until the issue has been corrected. Once these validations have been met, the data will be saved. In addition, if any of the frequencies listed had the **Delete** checkbox selected, they will be deleted from the application.

Once the frequencies have been saved or deleted, this page will refresh pre-filled with all frequencies entered thus far. In addition, the modulation and frequency type will appear pre-filled for each frequency and an additional ten blank rows will appear at the bottom of the page. This process of entering additional frequencies followed by selecting the **Add More Frequencies** button may be repeated as necessary until all the necessary frequencies have been entered.

Clear Fields

Select this button to clear the data entered on the current page. This button will not remove previously submitted frequencies or the fields pre-filled by the system. To remove any frequencies previously submitted, select the **Delete** checkbox for each

desired frequency, followed by selecting either the **Add More Frequencies** or the **Save & Return to Main Form** button.

6.5 Section III: Leakage Performance Criteria

Section III applies to both cable MVPD operators and non-cable MVPD operators.

Once all offset frequencies have been entered, the information pertaining to the CLI tests must be entered. This section allows for the entry of either ground-based test measurements and results or airspace measurements and test results, depending on which method was used.

Note: Complete either the ground-based measurements section or the airspace measurements section. Do not complete both sections in the same application.

6.5.1 Ground-Based Measurements Section

This section of the form is to be completed if the CLI Leakage tests were conducted on the ground. This section of the form is illustrated below:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://seiafoss.fcc.gov/csb/coals/". The main content area is titled "SECTION III: LEAKAGE PERFORMANCE CRITERIA". It contains the following text: "For operators conducting measurements on geographical areas that contain more than one community unit (i.e., Headends that serve more than one community unit) fill in the measurement information below: GROUND-BASED MEASUREMENTS: (if used)". Below this is a section for "3. Person Responsible for test:" with fields for "First Name:", "Last Name:", and "Phone Number:". There is also a section for "Miles of plant tested and percent of total plant tested:" with fields for "miles" and "%". Below that is a section for "Time period of test:" with fields for "From (MM/DD/YYYY):" and "To (MM/DD/YYYY):". There is also a section for "Equipment Used:" with fields for "Make", "Model", and "Test Frequency (MHz)". At the bottom, there is a section for "CLI Calculation and Results:" with two buttons: "Enter 10Log100 Results" and "Enter 10Log13000 Results".

Figure 34: Section III: Ground-Based Measurements Page

The following fields appear on this page. All fields are required in this section in order to complete the Form 320 if ground-based testing was used:

Field Name	Definition
Person responsible for test *	Enter the first and last name of the person responsible for conducting the ground-based tests. <i>NOTE: If additional persons are responsible for the</i>

Field Name	Definition
	<i>ground-based tests, submit the names and telephone numbers of the additional person(s) responsible as an exhibit after completing this application. Please refer to the section Submitting Attachments with an Application for details.</i>
Phone Number *	Enter the phone number of the person responsible for conducting the ground-based tests. Be sure to include the area code.
Miles of Plant	Enter the number of miles of the plant.
Percent of Total Plant Tested *	Enter the percentage (i.e. 75% or more) of the total plant that was tested. <i>NOTE: The Signal Leakage test must cover at least 75% of the cable system's total plant miles.</i>
Time Period of Test *	Enter the dates that the ground-based testing began and ended. <i>NOTE: The maximum testing period allowed is 90 days.</i>
Equipment Used *	Enter the make and model of the equipment used to conduct the ground-based testing.
Test Frequency*	Enter the frequency used to conduct the ground-based test. <i>NOTE: This frequency should be within the range of the aeronautical bands (108-137 MHz). If not, the system will automatically apply a correlation factor that will affect the CLI result. The correlation factor is calculated by dividing the test frequency by any selected frequency in the 108-137 MHz band (this filing system uses 137MHz). For example, if the test frequency is 151.2500, the correlation factor is $151.2500/137.0000 = 1.104$. This factor is then multiplied with the actual value of each leak. .</i>

“*”: These fields are required in order for this filing to be processed.

On-line help is available by selecting the numbered link listed to the left of each page.

For ground-based tests, any leaks reported must also be specified. These leaks are specified based on the type of CLI Calculation performed during the test; 10LogIoo or 10LogI3000.

6.5.1.1 Entering 10LogIoo Leak Results

To record and calculate the leaks based on the 10LogI3000 algorithm, select the button **Enter 10LogIoo Leak Results**. The following page will appear:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

Federal Communications Commission

FCC Media Bureau CLI LEAKAGE REPORT
Filing Date: 05/08/2003 Reference Number: 136014122

Please identify all leaks ≥ 50 V/m, and show their locations, the date the leak was found and the date it was repaired. If no leaks above 50uV/m were found during this test, please indicate here ☐

CLI Test Results:
The Cumulative Leakage Index is 38.750. This is within the allowable limit of 64 for the 10logIoo calculation.

Row	Address Where Leaks Found	Date Leak Found (MM/DD/YYYY)	Date Leak Repaired (MM/DD/YYYY)	uV/m	Delete This Leak	Exclude From CLI Calculation
1.	1234 Leakage Road	04/19/2003		75	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>

Save & Return to Main Form Add More Leaks Calculate CLI Clear Fields

Figure 35: Log10Ioo Leakage Entry Page

The following fields appear on this page:

Field Name	Definition
Checkbox No Leaks Above 50 uV/m were found	Select this checkbox if no leaks measuring above 50 uV/m were encountered during the ground-based test. If so, no additional information is required on this page. Select the Save & Return to the Main Form button.
Address Where Leaks Found	For each leak measuring above 50 uV/M (microVolts /meter), enter the closest street address where the leak was found.
Date Leak Found	Enter the date the leak was found in MM/DD/YYYY format. <i>NOTE: This date must fall within the testing period specified on the Ground-Based measurements portion of Section III.</i>
Date Leak Repaired	Enter the date that the leak was repaired in MM/DD/YYYY format. <i>NOTE: This date must fall within the test period specified on the Ground-Based measurements portion of Section III.</i>
uV/m	Enter the level of leak in microVolts /meter.
Delete This Leak	When selected, this row of leakage information will be removed from this Form 320 filing when either of the following buttons are selected at the bottom of the page: <ol style="list-style-type: none"> Save & Return to Main Form Add More Leaks

Field Name	Definition
	3. Calculate CLI
Exclude from CLI Calculation	Select this checkbox to exclude a leak from the CLI calculation. If checked, the corresponding leak is not included in the CLI Calculation performed when either the Calculate CLI or the Save & Return to Main Form button is selected. <i>NOTE: If a leak was repaired within the time of the test, the leak may be excluded from the CLI calculation.</i>

The following command buttons appear on this page:

Save & Return to Main Form

Select this button to save the current data and return to Section III. When this button is selected, a check is made to determine if the CLI has been calculated or **No Leaks Above 50 uV/m reported** checkbox has been selected. If no leaks were reported and **No Leaks** was not checked, the calculation will fail, and an error message will appear preventing return to Section III until the CLI has been calculated or **No Leaks** has been checked. Once this validation has been met, the data will be saved and the system is returned to the Ground-Based Measurement portion of Section III. No further validations or CLI calculation is required. For each leak above 50 uV/m (microVolts /meter), the following validations are performed:

1. Each row of leak data entered must have the address of the leak, date the leak was found and measured strength (in uV/m) of the leak specified.
2. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. These errors must be corrected before returning to the main form. Once the data passes the validation checks, the data is saved or deleted (rows where the **Delete this Leak** checkbox is selected) and the CLI calculation is performed using the 10LogIoo algorithm. At this point, the webpage returns to the Ground-Based Measurement portion of Section III. The results of the CLI calculation are now displayed in this section.

Add More Leaks

If more than seven leaks were found, select this button to store the data currently entered and add more rows for data entry.

*NOTE: If it has been indicated that no leaks above 50 uV/m (microvolts /meter) were found, it is not necessary to select this button. Select the **Save and Return to Main Form** button instead.*

For all leaks above 50 uV/m (microVolts /meter), the following validations are performed:

1. Each row of leak data entered must have the address of the leak, date the leak was found and measured strength (in uV/m) of the leak specified.
2. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. These errors must be corrected before returning to the leakage entry page. Once the data passes the validation checks, it is saved or deleted (rows where the **Delete this Leak** checkbox is selected). At this point, the screen is refreshed with the leakage data entered in on the previous screen. In addition, ten blank rows are included so that additional leaks may be entered.

Calculate CLI

Select this button to store the data currently entered, calculate the CLI for the leaks reported so far, and add blank rows for additional leaks.

*NOTE: If it has been indicated that no leaks above 50 uV/m(microVolts /meter) were found, it is not necessary to select this button. Select the **Save and Return to Main Form** button instead. Any leak with the “**Exclude From CLI Calculation**” box selected will not be included in the automatic CLI calculation.*

For all leaks above 50 uV/m (microVolts /meter), the following validations are performed:

1. Each row of leak data entered must have the address of the leak, the date the leak was found and strength (in uV/m) of the leak specified.
2. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. These errors must be corrected before returning to the leakage entry page. Once the data passes the validation checks, it is saved or deleted (rows where the **Delete this Leak** checkbox is selected) and the CLI calculation is performed using the 10Log100 algorithm. At this point, the screen is refreshed with the leakage data entered on the previous screen. In addition, the results of the CLI test are displayed at the top of the page and ten blank rows are included at the bottom so that additional leaks may be entered.

Clear Fields

Select this button to clear all the leaks entered on the current page. Leaks stored previously using either the **Add More Leaks** button or the **Calculate CLI** button will not be cleared. *Note: To ensure accurate results, it is advisable to click the **Calculate CLI** button before returning to the Ground-Based Measurement portion of Section III.*

6.5.1.2 Entering 10LogI3000 Leak Results

To record and calculate the leaks based on the 10LogI3000 algorithm, select the button **Enter 10LogI3000 Leak Results**. The following page will appear:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- GARS Search

FCC Media Bureau CLI LEAKAGE REPORT
Filing Date: 05/08/2003 Reference Number: 136014122

Please identify all leaks ≥ 50 V/m, and show their locations, the date the leak was found and the date it was repaired. If no leaks above 50uV/m were found during this test, please indicate here ☐

CLI Test Results:
The Cumulative Leakage Index is -30.79. This is within the allowable limit of -7 for the 10logI3000 calculation.

Row	Address Where Leaks Found	Date Leak Found (MM/DD/YYYY)	Date Leak Repaired (MM/DD/YYYY)	uV/m	Radius	Delete This Leak	Exclude From CLI Calculation
1.	1234 Leakage Road	04/19/2003		75	15	<input type="checkbox"/>	<input type="checkbox"/>
2.						<input type="checkbox"/>	<input type="checkbox"/>
3.						<input type="checkbox"/>	<input type="checkbox"/>
4.						<input type="checkbox"/>	<input type="checkbox"/>
5.						<input type="checkbox"/>	<input type="checkbox"/>
6.						<input type="checkbox"/>	<input type="checkbox"/>
7.						<input type="checkbox"/>	<input type="checkbox"/>
8.						<input type="checkbox"/>	<input type="checkbox"/>

Save & Return to Main Form Add More Leaks Calculate CLI Clear Fields

Figure 36: LogI3000 Leakage Entry Page

The following fields appear on this page:

Field Name	Definition
No Leaks Above 50 uV/m reported	Select this checkbox if no leaks measuring above 50 uV/m (microVolts /meter) were encountered during the ground-based test. If so, No additional information is required on this page. Select the Save & Return to the Main Form button.
Address Where Leaks Found	For each leak measuring above 50 uV/M (microVolts /meter), enter the street address where the leak was found.
Date Leak Found	Enter the date the leak was found in MM/DD/YYYY format. <i>NOTE: This date must fall within the testing period specified on the Ground-Based measurements portion of Section III.</i>
Date Leak Repaired	Enter the date that the leak was repaired in MM/DD/YYYY format.
uV/m	Enter the level of leak in microVolts/meter.

Field Name	Definition
Radius	Enter the corresponding radius of each leak.
Delete This Leak	When selected, this row of leakage information will be removed from this Form 320 filing when one of the following buttons are selected at the bottom of the page: Save & Return to Main Form Add More Leaks Calculate CLI
Exclude from CLI Calculation	Select this checkbox to exclude a leak from the CLI calculation. If checked, the corresponding leak is not included in the CLI Calculation performed when either the Calculate CLI or the Save & Return to Main Form button is selected. <i>NOTE: If a leak was repaired within the time of the test, to the leak may be excluded from the CLI calculation.</i>

The following command buttons appear on this page:

Save & Return to Main Form

Select this button to store the current information and return to the Ground-Based Measurements section. When this button is selected, a check is made to determine if either the CLI has been calculated or the **No Leaks Above 50 uV/m reported** checkbox has been selected. If this validation fails, an error message will be displayed preventing the filing from returning to Section III until either the CLI has been calculated or **No Leaks** has been indicated. Once this validation has been met, the data will be saved to the system and the window will return to the Ground-Based Measurement portion of Section III.

For all leaks above 50 uV/m, the following validations are performed:

1. Each row of leak data entered must have the address of the leak, the date the leak was found and strength (in uV/m) of the leak specified.
2. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. Any errors must be corrected before returning to the main form. Once the data passes the validation checks, the data is saved or deleted (rows where the **Delete this Leak** checkbox is selected) and the CLI calculation is performed using the 10LogI3000 algorithm. At this point, the window returns to the Ground-Based Measurement portion of Section III. The results of the CLI calculation are now displayed in this section.

Add More Leaks

If more than seven leaks were found, select this button to store the data currently entered and add more rows for data entry..

*NOTE: If it has been indicated that no leaks above 50 uV/m (microVolts /meter) were found, it is not necessary to select this button. Select the **Save and Return to Main Form** button instead.*

For all leaks above 50 uV/m (microVolts /meter), the following validations are performed:

1. Each row of leak data entered must have the address of the leak, the date the leak was found and strength (in uV/m) of the leak specified.
2. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. Any errors must be corrected before returning to the leakage entry page. Once the data passes the validation checks, it is saved or deleted (rows where the **Delete this Leak** checkbox is selected). At this point, the screen is refreshed with the leakage data entered in on the previous screen. In addition, ten blank rows are included so that additional leaks may be entered.

Calculate CLI

Select this button to store the data currently entered, calculate the CLI for the leaks reported so far, and add blank rows for additional leaks.

*NOTE: If it has been indicated that no leaks above 50 uV/m (microVolts /meter) were found, it is not necessary to select this button. Select the **Save and Return to Main Form** button instead. Any leak with the “**Exclude From CLI Calculation**” box selected will not be included in the automatic CLI calculation.*

For all leaks above 50 uV/m (microVolts /meter), the following validations are performed:

3. Each row of leak data entered must have the address of the leak, the date the leak was found and strength (in uV/m) of the leak specified.
4. The date the leak was found must fall within the CLI testing period.

If any of these validations fail, an error message is issued. These errors must be corrected before returning to the leakage entry page. Once the data passes the validation checks, it is saved or deleted (rows where the **Delete this Leak** checkbox is selected) and the CLI calculation is performed using the 10LogI3000 algorithm. At this point, the screen is refreshed with the leakage data entered on the previous screen. In addition, the results of the CLI test are displayed at the top of the page and ten blank rows are included at the bottom so that additional leaks may be entered

Clear Fields

Select this button to clear all the leaks entered on the current page. Leaks stored previously using either the **Add More Leaks** button or the **Calculate CLI** button will not be cleared. *Note: To ensure accurate results, it is advisable to click the **Calculate CLI** button before returning to the Ground-Based Measurement portion of Section III.*

6.5.2 Airspace Measurements Section

This section of Form 320 is to be completed if the CLI tests were conducted from the air. This section appears as follows:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

AIRSPACE MEASUREMENTS: (if used)

4. Person Responsible for test. If more than one person is responsible, please submit an exhibit with this application indicating the following information for each person:

First Name:

Last Name:

Phone Number:

Dates of Test: From (MM/DD/YYYY): To (MM/DD/YYYY): Test Frequency (MHz)

Submit the Following Exhibits With This Application:

- A full description of the test procedure, a list of the equipment used for the airspace measurements and a detailed description of the area covered by these airspace measurements.
- Recorded data and its analysis:
 - If analog recordings, submit a graph of the results.
 - Indicate the value of the smoothed out peak values in uV/m:
 - If digitized recordings, submit a plot of the results.
 - Indicate percentage of points recorded digitally below 10 uV/m:

Figure 37: Section III: Airspace Measurements Entry Page

The following fields appear on this page:

Field Name	Definition
Person responsible for test *	Enter the first and last name of the person responsible for conducting airspace tests. <i>NOTE: If additional persons are responsible for the ground-based tests, submit the names and telephone numbers of the additional person(s) responsible as an exhibit after completing this application. Please refer to the section Submitting Attachments with an Application for details.</i>
Phone Number *	Enter the phone number of the person responsible for conducting airspace tests. Be sure to include the area code.
Time Period of Test *	Enter the dates that the ground-based testing began and ended. <i>NOTE: The maximum testing period allowed is 3</i>

Field Name	Definition
	<i>days.</i>
Test Frequency*	Enter the frequency used to conduct the ground-based test. <i>NOTE: This frequency should t be within the range of the aeronautical bands (108-137 MHz). If not, the system will automatically apply a correlation factor that will affect the CLI result. The correlation factor is calculated by dividing the test frequency by any selected frequency in the 108-137 MHz band (this filing system uses 137MHz). For example, if the test frequency is 151.2500, the correlation factor is $151.2500/137.0000 = 1.104$. This factor is then multiplied with the actual value of each leak</i>
Analog Recordings	If analog recordings are used, indicate the value of the smoothed out peak values in uV/m.
Digitized Recordings	If digitized recordings, specify the percentage of points recorded digitally below 10 uV/m (microVolts /meter). <i>NOTE: The digitized recordings below 10 uV/m must be greater than 90 percent.</i> In addition, a plot of these recordings must be submitted as an attachment after this application has been completed. Please refer to the section Submitting Attachments with an Application for details.

“*”: These fields are required in order for this filing to be processed.

6.6 Section IV: Certification Page

The certification section of Form 320 appears immediately following Section III Airspace measurements:

Figure 38: Section IV: Certification Page

The following fields appear in this section:

Field Name	Definition
Signature of Authorized Person *	Enter the typed signature of the person completing this application.
Title of Person Signing Application *	Enter the official title of the person signing this application.

“*”: These fields are required in order for this filing to be processed.

On-line help is available by selecting the numbered link listed to the left of each page.
The following buttons appear on this page:

Complete Submission

When selected, the following validations are performed:

1. All required fields have been entered
2. The properly offset aeronautical frequencies have been entered for either the ground-based or airspace tests.
3. Ground-based test validations, if applicable:
 - The testing period does not exceed 90 days.
 - The dates the leaks were found fall within the testing period.
 - The percentage of plant tested is at least 75 percent.
4. Airspace test validations, if applicable:

- The testing period does not exceed 3 days.
- The digitized percentage points over the cable system are at least in the 90 percentile.

Once these validations have been met, the data will be saved. At this point the confirmation page will be displayed.

Clear Fields

Select this button to clear all the data entered on the current page. However, this button will not remove any fields pre-filled by the system.

6.7 Form 320 Confirmation Page

When the **Complete Submission** button is selected, the application is considered complete, excluding any necessary exhibits. The following confirmation window appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: <https://seiafoss.fcc.gov/csb/coals/>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320**
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Federal Communications Commission

The Signal Leakage Report That You Just Entered Has Been Submitted Successfully To The FCC Media Bureau. Please Print Or Record The Following Information and Save For Future Reference:

Application Confirmation Number:	CB106686
Cable Operator Name:	XYZ CABLE COMPANY
Date of Submission:	05/08/2003

NOTE: To submit another application, please select one from the list displayed to the left of your screen.

Press this button to begin submitting the exhibits required to process this application.

[Proceed to Exhibits](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Finding Info](#)

Mail your comments or suggestions to the Media Bureau
 FCC - Federal Communications Commission - Cumulative Leakage Inspection Form

Figure 39: Form 320 Confirmation Page

It is strongly encouraged that the information displayed on the above screen is either printed or recorded for future reference. At this point, the exhibits required with this application may be submitted now by selecting the **Proceed to Exhibits** button. Please refer to the [Submitting Attachments with an Application](#) section of this document for details.

7. Completing the Annual Report of Cable Television Systems (Form 325)

Cable Operators are required to file the Form 325 on an annual basis for each operational cable television system that serves 20,000 or more subscribers. Note: The Commission retains its authority to require Form 325 to be filed by a sampling of cable operators with less than 20,000 subscribers. This filing is available on the COALS Electronic Filing System. In order to file this application, the following must be present:

1. A valid COALS ID. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The physical system identifier (PSID) associated with the specified cable system.

7.1 Form 325 Welcome Page

When the **Form 325** button is selected from the COALS menu and after the user enters the COALS login and password, the following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://seiafoss.fcc.gov/csb/coals/> Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence
- Reporting:**
- Cable Search
- CARS Search

Federal Communications Commission

Before Proceeding to the Annual Cable Operator Report (FCC Form 325), Please Specify the Physical System Identifier (PSID). Be sure to include leading zeros so that the PSID is six digits:

NOTICE: If you need to return to this application at a later time to complete it, please select the "Complete Application" link and enter reference number **136017358**

[Need Help? Click Here For Instructions.](#)

Continue Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the [Media Bureau](#)
FCC - Federal Communications Commission - Annual Cable Operator Report

Downloading picture [https://seiafoss.fcc.gov/cgi-bin/ws.exe/csb/coals/forms/325/LINK="#"0000FF](https://seiafoss.fcc.gov/cgi-bin/ws.exe/csb/coals/forms/325/LINK=)...

Internet

Figure 40: Form 325 Welcome Page

The cable system's PSID must be entered before proceeding to the Form 325. The PSID should be entered with leading zeros so that the PSID totals six digits (e.g. 000010). When this is entered followed by selecting the **Continue** button, the following validations are performed:

1. The PSID is linked to the current COALS ID.
2. The cable system is serving at least one active community.

If either of these validations fails, the system will not proceed to the Form 325 until the issue(s) have been corrected.

7.2 Section I: General Information

Once the **Continue** button has been selected on the Form 325 welcome page and the PSID entered passes the validations, the following page is displayed:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: https://seiafoss.fcc.gov/csb/coals/

Federal Communications Commission

FCC Media Bureau
ANNUAL REPORT OF CABLE TELEVISION SYSTEMS (FORM 325)
REFERENCE NUMBER: 136017358
PHYSICAL SYSTEM ID: 020391

SECTION I: GENERAL INFORMATION

The following is the latest data on file concerning this cable system. Please review carefully and make any necessary changes.

1. Cable operator's complete, legal business name: *
 XYZ CABLE COMPANY
 Assumed name for doing business in the community:
 XYZ

2. Operator's mailing address:
 Line 1:
 Line 2:
 P.O.Box:
 12345
 City: *
 Washington
 State: * Zip/Postal Code: *
 DC 20554

3. Number of subscribers: *
 4. Number of Potential Subscribers (homes passed): *
 5. Length of coaxial cable plant kilometers: *
 6. Length of optical fiber cable plant in kilometers (exclude dark fiber): *

7. Number of optical fiber nodes within the system: *
 7a. Average number of subscribers served from these optical fiber nodes: *
 8. Is the system providing telephone and/or cable modem data services?: *
 If yes, answer questions 8a, 8b and 8c ☐ Yes ☐ No
 8a. Number of telephone subscribers:
 8b. Number of cable modem data service subscribers:
 8c. Number of leased cable modems deployed:
 9. Is the system part of a cluster of cable systems? * ☐ Yes ☐ No
 If Yes, Answer questions 9a and 9b
 9a. Number of systems in the cluster:
 9b. Number of subscribers in the cluster:
 10. Total number of leased set-top boxes deployed: *
 10a. Number of leased analog set-top boxes: *
 10b. Number of leased digital set-top boxes: *
 10c. Number of leased hybrid set-top boxes (i.e. analog and digital): *
 11. Does the system use Cable Television Relay Service (CARS) microwave facilities? * ☐ Yes ☐ No
 If yes, please enter the callsigns of each facility used by selecting the button to the right: Enter CARS Callsigns

*** - Indicates that this field must be completed before this filing can be submitted

Proceed to Section II Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Figure 41: Section I: General Information

If a Form 325 was previously filed for the specified PSID, the page will pre-fill with the values from the last filing. The following fields appear on this page:

Field Name	Definition
Cable System Owner *	This is the legal name, assumed name and entity identification or social security number (EIN or SSN) of the cable operator that owns the specified cable system. These fields are pre-filled by the system based on the registration data for the cable system and are display only.
Mailing Address *	This is the mailing address of the cable operator that owns the specified cable system. This field is pre-filled by the system based on the registration data for the PSID entered on the welcome page and is display only.
Number of Subscribers *	Enter the total number of basic subscribers serviced by this cable system. This number is computed by the cable operator and entered in this field according to the following method: Number of single family dwellings + number of individual households in multiple dwelling unit (apartments, condominiums, mobile home parks, etc.) paying at the basic subscriber rate + bulk rate customers + courtesy and free service. Bulk rate customers = total annual bulk rate charge divided by basic annual subscription rate for individual households. <i>NOTE: the total number of subscribers should not exceed the total number of potential subscribers.</i>
Number of Potential Subscribers *	Enter the total number of potential subscribers = total number of single family dwellings + total number of individual households in multiple dwelling units (apartments, condominiums, mobile home parks, etc.) for all locations with access to the existing cable plant (i.e. homes passed).
Length of Coaxial Cable Plant (in kilometers)	Enter the total coaxial cable plant length of the broadband distribution system (excluding drops). Specify this value in kilometers.
Length of Optical Cable Plant *	Enter the total optical fiber plant length of the broadband distribution system (excluding optical fiber not in use or dark fiber). Specify this value in kilometers.
Number of Optical Fiber Nodes *	Enter the number of optical fiber nodes (i.e. the number of locations where signals are converted from optical signals to RF signals) used within this cable plant.
Average Subscribers Per Optical Fiber Node*	Enter the average number of subscribers served from the optical fiber nodes.
System Providing Telephone and/or Cable Modem Service? *	Enter either yes or no to this question. If the answer is “yes”, questions 8a, 8b and 8c must also be answered.
Number of telephone subscribers	Enter the number of telephone subscribers in the system only if this service is provided.
Number of cable modem subscribers	Enter the number of cable modem data service subscribers in the system only if this service is provided.

Field Name	Definition
Number of leased cable modems deployed	Enter the number of leased cable modems deployed in the system, including any modems that are part of a multifunctional box, only if this service is provided.
Is system part of a cluster of cable systems? *	Enter either yes or no to this question. If the answer is “yes”, questions 9a and 9b must also be answered.
Number of systems in the cluster	Enter the number of systems in the cluster only if cable system is part of a clustered system.
Number of subscribers in the cluster	Enter the number of subscribers in the cluster only if cable system is part of a clustered system.
Total number of leased set-top boxes deployed *	Enter the total number of leased set top boxes deployed within the specified cable system. <i>NOTE: This value must be the total of analog, digital and hybrid set-top boxes deployed within the system.</i>
Number of leased analog set-top boxes *	Enter the number of leased set-top boxes deployed that are designed to receive only analog video services within the specified cable system.
Number of leased digital set-top boxes *	Enter the number of leased set-top boxes deployed that are designed to receive only digital video services within the specified cable system.
Number of leased hybrid set-top boxes *	Enter the number of leased hybrid set-top boxes deployed that are designed to receive both analog and digital video services within the specified cable system.
Does the System Use Cable Television Relay Service (CARS) Facilities?*	Answer “yes” or “no” by selecting the applicable radio button. If the answer is “no”, proceed to Section II of this application. If the answer is “yes”, enter the callsigns of these facilities by selecting the Enter CARS Callsigns button.

“*”: These fields are required in order for this filing to be processed.

The following buttons appear on this page:

Enter CARS Callsigns

Select this button to enter the callsigns of CARS facilities used by this physical system. This is discussed in detail in the next section. *Note: It is not necessary to select this button if it is indicated that the physical system does not use CARS facilities.*

Proceed to Section II

Select this button to save Section I of the Form 325. When selected, the following validations are performed:

1. All required fields must be entered.
2. The number of subscribers should not exceed the number of potential subscribers.

3. If telephone or cable modem services are being provided by the cable system, the total number of telephone and cable modem subscribers, and the total number of leased cable modems deployed within the system must be entered.
4. If the specified cable system is part of a cluster of systems, then the number of systems in the cluster and the total number of subscribers to these clustered systems must be entered.
5. The total number of leased set-top boxes must match the sum of the total number of leased analog, digital and hybrid set-top boxes.
6. If it is indicated that CARS facilities are used, the callsigns of these facilities must be entered.

If any of these validations fail, an error message indicating the type of failure will be issued. The system will not proceed to Section II of the Form 325 until the issue(s) have been corrected. To correct the issue(s) indicated, select the "Back" button on the web browser from the error message screen, make the appropriate changes, and then click on the **Proceed to Section II** button to re-submit. When all validations pass, the application is advanced to Section II of Form 325.

Note: Once Section I has been completed it possible to either complete the remainder of the application now or return to the application at a later time by selecting the [Complete Application](#) button and specifying the application reference number located at the top of the Annual Report of Cable Television Systems (Form 325) Page.

Clear Fields

Select this button to clear all data entered on the current page. This button will not remove any fields pre-filled by the system.

7.3 Entering CARS Callsigns

If CARS facilities are used by this physical system to service communities, the callsigns of these facilities must be specified. When the **Enter CARS Callsigns** button is selected, the following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://seleaffoss.fcc.gov/csb/coals/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
CARS CALLSIGN ENTRY
Reference Number: **136021853**
Physical System ID: **020391**

Please enter the callsigns of all CARS facilities used by this physical system (e.g. WQZ-400, WQN-40, etc.)
To delete a callsign, check the box next to the callsign:

[Need Help? Click Here For Instructions.](#)

1. <input type="text"/>	<input type="checkbox"/>	2. <input type="text"/>	<input type="checkbox"/>	3. <input type="text"/>	<input type="checkbox"/>	4. <input type="text"/>	<input type="checkbox"/>	5. <input type="text"/>	<input type="checkbox"/>
6. <input type="text"/>	<input type="checkbox"/>	7. <input type="text"/>	<input type="checkbox"/>	8. <input type="text"/>	<input type="checkbox"/>	9. <input type="text"/>	<input type="checkbox"/>	10. <input type="text"/>	<input type="checkbox"/>
11. <input type="text"/>	<input type="checkbox"/>	12. <input type="text"/>	<input type="checkbox"/>	13. <input type="text"/>	<input type="checkbox"/>	14. <input type="text"/>	<input type="checkbox"/>	15. <input type="text"/>	<input type="checkbox"/>
16. <input type="text"/>	<input type="checkbox"/>	17. <input type="text"/>	<input type="checkbox"/>	18. <input type="text"/>	<input type="checkbox"/>	19. <input type="text"/>	<input type="checkbox"/>	20. <input type="text"/>	<input type="checkbox"/>
21. <input type="text"/>	<input type="checkbox"/>	22. <input type="text"/>	<input type="checkbox"/>	23. <input type="text"/>	<input type="checkbox"/>	24. <input type="text"/>	<input type="checkbox"/>	25. <input type="text"/>	<input type="checkbox"/>
26. <input type="text"/>	<input type="checkbox"/>								

[Return to Main Form](#) [Add More CARS Callsigns](#) [Clear Fields](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Finding Info](#)

[Mail your comments or suggestions to the Media Bureau](#)
FCC - Federal Communications Commission - Annual Cable Operator Report

Figure 42: CARS Callsign Entry

Enter as many callsigns as required on this page, twenty-five at a time. The following two fields are displayed on this page and repeated:

Field Name	Definition
Callsign *	This is the unique identifier assigned by the Commission upon grant of a license for the CARS facility. It must be an active CARS facility.
Delete Callsign	When this checkbox is selected, the callsign will be deleted from this filing when either the Return to Main Form or the Add More CARS Callsigns button is selected.

“*”: These fields are required in order for this filing to be processed.

The following buttons appear at the bottom of the page:

Return to Main Form

Select this button to store the entered data and return to Section I. When selected, the following is performed for each callsign entered:

1. If the delete checkbox associated with the callsign is selected, the callsign is removed from the Form 325 filing. *NOTE: This callsign is not removed from any prior Form 325 Filing.*
2. The callsign is validated ensuring that it is associated with an active license. If not, an error message is issued. The system will not return to Section I of the Form 325 until the inactive callsign has been removed from the list.

At this point, all active CARS callsigns have been saved with the Form 325 application and Section I of the Form 325 is redisplayed.

Add More CARS Callsigns

Select this button to store the current data and add blank spaces for additional callsigns. When selected, the following is performed for each callsign entered:

1. If the delete checkbox associated with the callsign is selected, the callsign is removed from the Form 325 filing. *NOTE: This callsign is not removed from any prior Form 325 Filing.*
2. The callsign is validated ensuring that it is associated with an active license. If not, an error message is issued. The system will not return to Section I of the Form 325 until the inactive callsign has been removed from the list.

At this point, all active CARS callsigns have been saved with the Form 325 application. The CARS Callsign Entry page is refreshed with all callsigns entered previously plus an additional ten blank callsign fields. Repeat this process of entering callsigns and saving until all CARS facilities have been identified.

Clear Fields

Select this button to clear all data entered on the current page. This button will not remove any fields pre-filled by the system.

7.4 Section II: Frequency and Signal Distribution

After entering the callsigns of all CARS facilities (if used), completing Section I of Form 325 and selecting the **Proceed to Section II** button, the following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: https://seleaffoss.fcc.gov/csb/coalts/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 323
- Form 327
- Change Mail, Address Oper, Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau
ANNUAL REPORT OF CABLE TELEVISION SYSTEMS (FORM 325)
REFERENCE NUMBER: 136022933
PHYSICAL SYSTEM ID: 020391

SECTION II: FREQUENCY AND SIGNAL DISTRIBUTION

1. Downstream spectrum (i.e. 54-500 MHz): *

Lower MHz: Upper MHz:

2. Activated downstream spectrum: *

Lower MHz: Upper MHz:

3. Upstream spectrum (i.e. 5-42 MHz): *

Lower MHz: Upper MHz:

4. Activated upstream spectrum:

Lower MHz: Upper MHz:

5. Analog video channel capacity: *

6. Analog video channels carried: *

7. Digital video channel capacity: *

8. Digital video channels carried: *

8a. Modulation method used: *

☐ 8 VSB ☐ 64 QAM ☐ 256 QAM ☐ Other

If "Other", please specify:

8b. Largest number of digital video channels per 6 MHz bandwidth: *

* - Indicates that this field must be completed before this filing can be submitted

Proceed to Programming Channels Clear Fields

Figure 43: Section II: Frequency and Signal Distribution Page

If a Form 325 was previously filed for the specified cable system, the page will pre-fill with the values from the last filing. The following fields appear on this page:

Field Name	Definition
Downstream Spectrum *	Enter the lower and upper ranges (in MHz) of frequencies in the downstream spectrum. Be sure to enter these ranges in the correct fields. The downstream spectrum is the total amount of radio frequency (RF) spectrum used or usable to transmit communications to subscribers that a majority of the plant is capable of carrying.
Activated Downstream Spectrum *	Enter the lower and upper ranges (in MHz) of frequencies in the activated downstream spectrum. Be sure to enter these ranges in the correct fields. Activated downstream spectrum is the total amount of RF spectrum currently occupied by signals being transmitted to subscribers. <i>NOTE: The frequency range entered in this field must fall within the downstream spectrum range.</i>
Upstream Spectrum *	Enter the lower and upper ranges (in MHz) of frequencies in the upstream spectrum. Be sure to enter these ranges in the correct fields. The upstream spectrum is the total amount of RF spectrum used to transmit from subscribers that a

Field Name	Definition
	majority of the plant is capable of carrying, determined by the design specifications of the cable plant and functional active and passive network elements regardless of whether that spectrum is used to transmit signals back to the headend.
Activated Upstream Spectrum *	Enter the lower and upper ranges (in MHz) of frequencies in the activated upstream spectrum. Be sure to enter these ranges in the correct fields. <i>Activated upstream spectrum is the total amount of RF spectrum currently occupied by signals being transmitted from subscribers back to the headend. NOTE: The frequency range entered in this field must fall within the upstream spectrum range.</i>
Analog Video Channel Capacity *	Enter the number of analog video channels capable of being carried in the RF spectrum allocated for analog use by this system.
Analog Video Channels Carried *	Enter the number of analog channels actually carried on the analog portion of this system. <i>NOTE: This value should be equal to or less than the analog video channel capacity.</i>
Digital Video Channel Capacity *	Enter the number of digital video channels capable of being carried in the RF spectrum allocated for digital use by this system.
Digital Video Channels Carried*	Enter the number of digital channels actually carried on the digital portion of this system. <i>NOTE: This value should be equal to or less than the digital video channel capacity.</i>
Modulation Method Used *	Select the digital modulation technique used for digital video signals in the system from one of the values listed. If the “other” radio button is specified, enter a brief description of the modulation method used in the area provided.
Largest Number of Digital Video Channels Carried Per 6 MHz bandwidth *	Enter this number for the current cable system.

“*”: These fields are required in order for this filing to be processed.

The following buttons appear at the bottom of this page:

Proceed to Programming Channels

Select this button to save Section II of the Form 325. All data entered on the Section II page will be saved with the application once the following validations are performed:

1. All required fields have been entered.
2. The activated downstream spectrum entered must fall within the downstream spectrum range.
3. The activated upstream spectrum entered must fall within the upstream spectrum range.

4. The analog video channels carried should be equal to or less than the analog video channel capacity.
5. The digital video channels carried should be equal to or less than the digital video channel capacity.

If any of these validations fail, an error message will be issued indicating the type of failure. The system will not proceed to the next page until the error(s) have been corrected. To correct the error(s) indicated, select the "Back" button on the web browser from the error message screen, make the appropriate changes, and then click on the **Proceed to Programming Channels** button to re-submit. Once the page has been validated, the data is saved and the application is advanced to the Programming Channel Entry Screen.

Clear Fields

Select this button to clear all data entered on the current page. This button will not remove any fields pre-filled by the system.

7.5 Entering Programming Channels

After proceeding from Section II of the Form 325 by selecting the **Proceed to Programming Channels** button, the following page appears:

The screenshot shows the FCC Media Bureau Electronic Filing Site in Microsoft Internet Explorer. The address bar shows the URL: <https://selafoff.fcc.gov/csb/coals/>. The page features a sidebar with various filing options and a main content area with the FCC logo and a form for entering programming channels.

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address, Open Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked Questions

Federal Communications Commission

FCC Media Bureau
PROGRAMMING CHANNEL ENTRY
Reference Number: 136022933
Physical System ID: 020391

Please enter all programming channels provided by this physical system:

	Programming Name (i.e. ESPN, CSPAN)	Program Type	Tier	Transmission Type	Delete This Channel
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>

Proceed to Section IV Add More Programs Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Figure 44: Programming Channel Entry Page

Enter as many programming channels as necessary on this page. If a Form 325 was previously filed for the specified cable system, the page will pre-fill with the values from the last filing. The following fields are available and are required for each programming channel specified:

Field Name	Definition
Programming Name: *	Enter the name of the cable programming channel(s) and the callsign(s) of the TV broadcast station(s) provided by this cable system. <i>NOTE: For broadcast stations, the callsign must be an active station.</i>
Program Type: *	Select the type of program from the drop-down list of valid values.
Programming Tier: *	Select the programming tier from the drop-down list of valid values.
Transmission Type: *	Select the type of transmission used from the drop-down list

Field Name	Definition
	of valid values.
Delete This Channel	When this checkbox is selected, this row of programming information will be removed from this Form 325 filing when either the Proceed to Section IV or the Add More Programs button is selected.

The following buttons appear at the bottom of this page:

Proceed to Section IV

Select this button when all programming channels have been entered. All data entered on the Programming Channels page will be saved with the application once the following validations are performed for each programming channel:

1. For each programming channel entered, the programming type, programming tier and transmission type is also selected.
2. For broadcast stations, the callsign must be associated with an active broadcast station license.
3. If any programming channel is marked for deletion (i.e. the **Delete This Channel** checkbox is selected) it will be removed from the filing. *Note: the programming channel is not removed from any prior Form 325 Filing.*

If any of these validations fail, an error message will be issued indicating the type of failure. The system will not proceed to Section IV until the error(s) have been corrected. To correct the error(s) indicated, select the "Back" button on the web browser from the error message screen, make the appropriate changes, and then click on the **Proceed to Section IV** button to resubmit. Once the data has passed the validations, the application will advance to Section IV of the Form 325.

Add More Programs

Select this button to save the current programming channels and add additional channels. All data entered on the Programming Channels page will be saved with the application once the following validations are performed for each programming channel:

1. For each programming channel entered, the programming type, programming tier and transmission type is also selected.
2. For broadcast stations, the callsign must be associated with an active broadcast station license.
3. If any programming channel is marked for deletion (i.e. the **Delete This Channel** checkbox is selected) it will be removed from the filing. *Note: the programming channel is not removed from any prior Form 325 Filing.*

If any of these validations fail, an error message will be issued indicating the type of failure. The Programming Channel Entry page will not be refreshed until the error(s) have been corrected. Once the data has passed the validations, the page will be refreshed with all programming channels entered so far. Ten additional blank rows will appear at

the bottom of the page. Repeat as necessary to enter all programming channels used by the cable system.

Clear Fields

Select this button to clear all data entered on the current page. This button will not remove any fields pre-filled by the system.

7.6 Section IV: Certification Page

This is the last page for the Form 325 application:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC MEDIA BUREAU
ANNUAL REPORT OF CABLE TELEVISION SYSTEMS (FORM 325)
REFERENCE NUMBER: 136022933
PHYSICAL SYSTEM ID: 020391

SECTION III. CERTIFICATION

I CERTIFY THAT I HAVE EXAMINED THIS REPORT, AND THAT ALL STATEMENTS OF FACT CONTAINED THEREIN ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, AND ARE MADE IN GOOD FAITH.

Signature: * Date: 05/08/2003

Title of Person Signing Application: *

Telephone Number: *

E-mail Address:

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(A)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

** - Indicates that this field must be completed before this filing can be submitted

Complete Submission Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau

Figure 45: Section IV: Certification Page

Fill out the following fields on this page in order to complete the Form 325 filing:

Field Name	Definition
Signature: *	Enter the typed signature for the person completing this application.
Title of Person Signing Application: *	Enter the official title of the person signing this application.
Telephone Number: *	Enter the phone number of the person signing this application, including the area code.

The following buttons are available on this page:

Complete Submission

Select this button to save Section IV of the Form 325 and receive the confirmation page. When selected, the system validates the page to ensure all required fields have been entered. If not, an error message will be issued preventing the system from proceeding to the confirmation page.

Clear Fields

Select this button to clear all data entered on the current page.

7.7 Form 325 Confirmation Page

This page is presented once the **Complete Submission** button has been selected:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://selafoos.fcc.gov/csb/coalas/ Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

The Media Bureau has successfully acquired the Annual Cable Operator Report (Form 325) you've just entered. Please print or record the following information and save for future reference:

Registration Confirmation Number:	CB1104
Cable Operator Name:	XYZ CABLE COMPANY
Physical System ID:	020391
Date of Submission:	05/08/2003
To submit another application, please select one from the list displayed to the left of your screen.	

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau

FCC - Federal Communications Commission - Annual Cable Operator Report

Ready Internet

Figure 46: Form 325 Confirmation Page

It is strongly encouraged to print this page or record this information for future reference. The Form 325 application is complete at this point.

8. Operator, Mail Address and Operational Status Changes

This feature provides Cable Operators the means to request changes to the registrations of one or more communities in accordance with FCC Rules in 47 CFR Section 76.1610 , specifically:

1. Merge a community into another active community.
2. Change the physical system ID (PSID) of a community.
3. Change the operational status of a community (e.g. Inactive).
4. Change the operator legal and/or assumed name for one or more communities.
5. Change the operator mail address for one or more communities.
6. Surrender one or more communities to another cable operator.
7. Assume communities that were surrendered by another cable operator.

8.1 Operator Change Welcome Page

To complete one of the above requests, select the “Operator Mail Address and Operational Status Changes” link from the COALS menu. The following page will appear after FRN validation (see Section 3):

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://seiafoss.fcc.gov/csb/coals/". The page features the FCC logo and the text "Federal Communications Commission". Below this, the heading "FCC Media Bureau Operator, Mail Address and Operational Status Change" is displayed. A red text prompt says "Please Select One of the Following Options:". There are four radio button options: "Merge Community, Change PSID or Change Operational Status", "Change Operator Name and Address", "Surrender Communities", and "Assume Communities". The "Assume Communities" option is selected. Below the options, a text prompt states: "If you are the transferee assuming cable communities, you are required to obtain a confirmation number and a password from the transferor to proceed further. Please provide the following information from the surrendering Cable Operator:". There are input fields for "Confirmation Number:" and "Password:". A red "NOTE" states: "All CUIDs submitted with this request will be assigned the FRN used for this filing". At the bottom, there are "Proceed" and "Clear Fields" buttons. On the left side, there is a vertical menu with links for "Filing Options", "Reporting", and "Miscellaneous".

Figure 47: Operator Change Welcome Page

An option exists for each request mentioned earlier and will be discussed separately.

8.2 Merging a Community, Changing a PSID, or Changing Operational Status

To merge one community into another active community, change the PSID assigned to a community or change the current status of the community, the following information is required:

1. A valid COALS ID. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The Community Unit ID (CUID) affected by this request. This CUID must be linked to the current COALS ID.

Select the radio button next to the option **Merge Community, Change PSID or Change Operational Status** and enter the CUID affected. Select the **Proceed** button. The following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address https://selafoos.fcc.gov/csb/coals/ Go Links

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 323
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

Operator Change Page - Change Physical System/Operational Status

Reference Number: 136067641

1. Current Information:

Community Unit ID: VA0626
Community Name: ARLINGTON
Physical System ID: 020390
Operational Status: Active, Operational

2. Indicate the new operational status for this community if it is not in the status listed above:

Keep the current status

If this community is to be merged into another active community, please specify the following:

1. The Community Unit ID (CUID) that the above community is merged into:
2. Please describe the nature of the merge:

3. Is this community being assigned to another existing Physical System ID? If so, please indicate the PSID:

4. Is this community being assigned to a new Physical System ID? If so, please indicate:

NOTE: The PSID will be created once the Commission reviews and approves this filing.

Proceed Clear Fields

Figure 48: Merge, PSID & Status Change Page

The following fields appear on this page:

Field Name	Definition
Current Information:	This area displays the CUID entered, community name, PSID and current status. This information is based on the current registration and is for display only

Field Name	Definition
New Operational Status	If the operational status is to be changed for this community, select the desired new status from the drop-down list.
Merged CUID:	If the affected community is to be merged into another community, enter the CUID of the community that the CUID mentioned earlier will be merged into.
Merge Explanation:*	If the affected community is to be merged into another community, enter a description of the nature of the merge.
PSID	If the affected community is to be assigned to another existing cable system, enter its PSID. <i>NOTE: (1) The PSID must be active and be linked to the current COALS ID; (2) The PSID change will not take effect if the community status was changed to 'inactive'.</i>
New PSID:	If the affected community is to be assigned to a new cable system that is not on file with the FCC, select this checkbox and leave the PSID field blank. Once the FCC reviews and approves this request, a new PSID will be assigned and a notification of the approval will be sent.

On-line help is available by selecting the numbered link listed to the left of each page. The following buttons are available at the bottom of the page:

Proceed

Select this button to save the request and receive a page verifying the changes. When selected, the system performs the necessary field validations (noted in the above field definitions). If any of the validations fail, the system will issue an error message and the system will not proceed to the verification page.

Clear Fields

Select this button to clear all data entered on the current page. This button will not clear any fields that are pre-filled by the system.

Once the **Proceed** button is selected and all validations pass, the following page will appear:

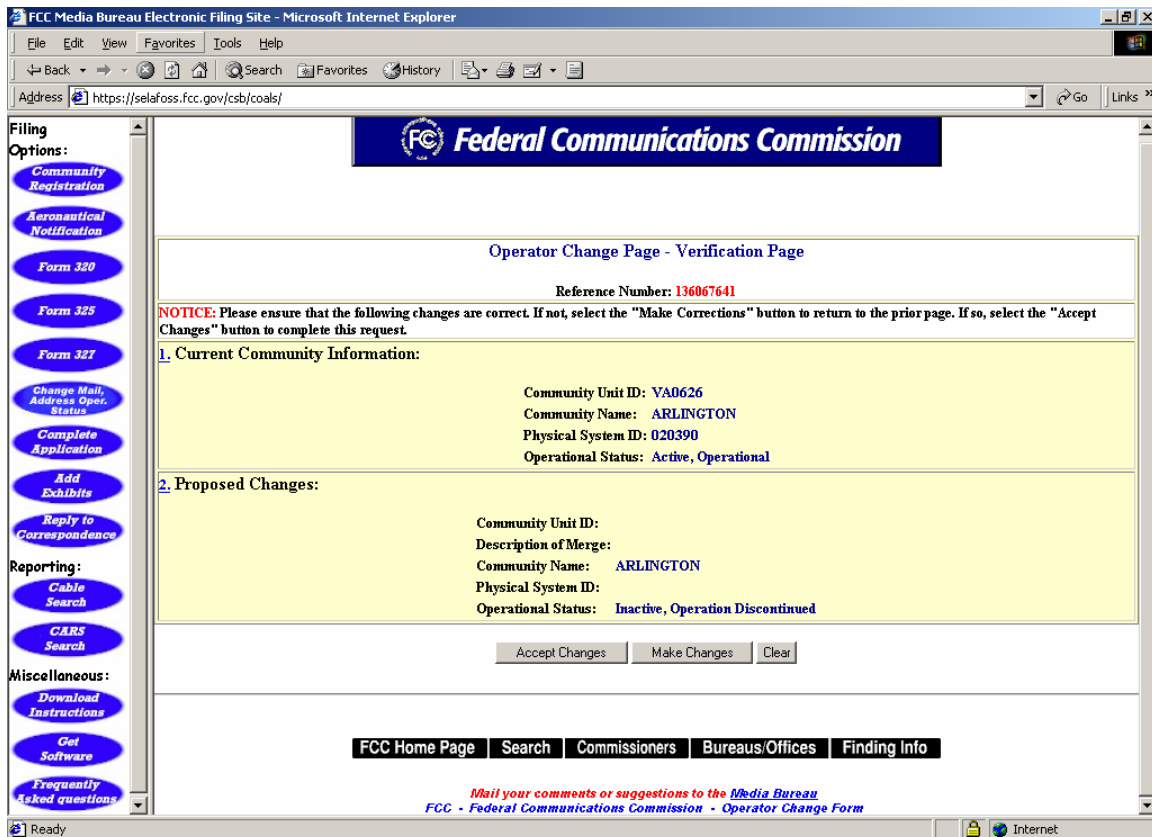


Figure 49: Operator Status Verification Page

The current community status and the proposed changes are displayed on this page. Verify that all proposed changes listed at the bottom of the page are correct.

The following buttons are available at the bottom of the page:

Accept Changes

Select this button if all the proposed changes to the community listed are correct. When selected, the system will complete the request and display the operator change confirmation page.

Make Changes

Select this button to return back to the previous page and make any necessary changes.

After accepting the changes by selecting the **Accept Changes** button, the following confirmation page appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoos.fcc.gov/csb/coals/". The page features the FCC logo and the text "Federal Communications Commission". A message states: "The Media Bureau has successfully acquired the operator change request you've just entered. Please print or record the following information and save for future reference:". Below this, a table displays the "Operator Change Confirmation Number: CB121470" and the "Date of Submission: 05/12/2003". A note at the bottom of the table says: "To submit another application, please select one from the list displayed to the left of your screen." The left sidebar contains a "Filing" section with links for "Community Registration", "Aeronautical Notification", "Form 320", "Form 323", "Form 327", "Change Mail, Address Oper. Status", "Complete Application", "Add Exhibits", and "Reply to Correspondence". Below this is a "Reporting" section with links for "Cable Search" and "CARS Search". The "Miscellaneous" section includes links for "Download Instructions", "Get Software", and "Frequently Asked questions". The top navigation bar has links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info". At the bottom, there is a link to "Mail your comments or suggestions to the Media Bureau" and a footer for "FCC - Federal Communications Commission - Operator Change Form".

Figure 50: Operator Status Confirmation Page

Please print this page or record this information for future reference. After review by the FCC, a notification will be sent if there is a problem. Otherwise, the request will be processed and the changes recorded to the database.

8.3 Requesting Name or Address Changes

This feature allows a cable operator to change the legal and/or assumed name and/or the address for one or more of its CUIDs. The following information is required in order to complete this request:

1. A valid COALS Login. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The Community Unit ID (CUID) of all communities affected by this request. All CUIDs must be linked to the above COALS ID.

Select the radio button next to the **Change Operator Name and Address** and select the **Proceed** button. The following page appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://selafoff.fcc.gov/csb/coalas/

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked Questions

Federal Communications Commission

Operator Change Page - Update Cable Operator Name and Address

Reference Number: 136068842

1. Select the Desired Cable Operator Name and Address:

Cable Operator Name:

If the desired Cable Operator does not appear in the list, please enter the following:

Legal Name:

Assumed Name:

2. Select the Desired Address of the Cable Operator:

Cable Operator's Address:

If the desired address does not appear in the list, please enter it below:

Line 1:

Line 2:

P.O. Box:

City:

State:

Zip Code:

3. Please indicate why these changes are necessary in the area below: *

4. Please include the community unit identifiers (CUIDs) that will be affected by this name/address change.
NOTE: To delete a CUID from the list, select the checkbox next to it:
WARNING: All CUIDs listed below will be assigned the FRN listed at the beginning of this filing

1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>	5. <input type="checkbox"/>
6. <input type="checkbox"/>	7. <input type="checkbox"/>	8. <input type="checkbox"/>	9. <input type="checkbox"/>	10. <input type="checkbox"/>
11. <input type="checkbox"/>	12. <input type="checkbox"/>	13. <input type="checkbox"/>	14. <input type="checkbox"/>	15. <input type="checkbox"/>
16. <input type="checkbox"/>	17. <input type="checkbox"/>	18. <input type="checkbox"/>	19. <input type="checkbox"/>	20. <input type="checkbox"/>
21. <input type="checkbox"/>	22. <input type="checkbox"/>	23. <input type="checkbox"/>	24. <input type="checkbox"/>	25. <input type="checkbox"/>

Submit for Validation Save & Add More CUIDs Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
 FCC - Federal Communications Commission - Operator Change Form

Figure 51: Operator Name and Address Change Page

The following fields appear on this page:

Field Name	Definition
Cable Operator Name:	If the cable operator name is changing to another name on

Field Name	Definition
	file with the FCC, select the desired name from the drop-down list. This list shows the names all cable operators associated with the current COALS ID. If this is a new cable operator name, perform the following: <ul style="list-style-type: none"> • Select “New Legal Name” from the drop-down list. • Enter both the new legal name and assumed name (if applicable)
Cable Operator Address	If the cable operator’s address is changing to another address on file with the FCC, select the desired address from the drop-down list. This list shows all addresses associated with the current COALS ID. If this is a new address, perform the following: <ul style="list-style-type: none"> • Select “New Address” from the drop-down list. • Enter the street address or PO Box, city, state and zip code
Why Changes are Necessary: *	Enter a description why the change in name or address is required. Enter as much text as needed.
Community Unit ID: *	Enter the Community Unit ID (CUID) for each community affected by this change. Enter as many CUIDs as required, twenty-five at a time. At least one community unit must be specified. <i>NOTE: Each CUID specified must belong to an active community and belong to the current COALS ID.</i>
Delete Checkbox	Each CUID field listed has a checkbox next to it. If it’s desired to remove a CUID from this application, select the checkbox. The CUID will be removed from this filing when the Submit for Validation or Save & Add More CUIDs button is selected.

“*”: These fields are required in order for this filing to be processed.

The following buttons appear at the bottom of the page:

Submit for Validation

Select this button to save the name and address change request and display the verification page. When selected, the system will perform the following validations:

1. All required fields have been entered.
2. All fields entered pass the specified validations (mentioned in the above field definitions).

If any of the validations fail, the system will issue an error message and the application will not proceed to the verification page.

Save & Add More CUIDs

Select this button to save the current page and add additional CUIDs to the application. When selected, the system will perform the following validations:

1. All required fields have been entered.
2. All fields entered pass the specified validations (mentioned in the above field definitions).

If any of the validations fail, an error message will be issued preventing the addition of CUIDs until the issue(s) are corrected. When all validations have passed, the name and address page will refresh pre-filled with all data that was entered previously. Ten additional blank rows of CUIDs will be added so that additional CUIDs can be entered. Repeat as often as necessary until all CUIDs affected are entered.

Clear Fields

Select this button to clear all data entered on the current page. This button will not clear any fields that are pre-filled by the system.

When the **Submit for Validation** button is selected, the following verification page appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoff.fcc.gov/csb/coals/". The page has a left sidebar with navigation links: Filing Options (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Oper. Status, Complete Application, Add Exhibits, Reply to Correspondence), Reporting (Cable Search, CARS Search), and Miscellaneous (Download Instructions, Get Software, Frequently Asked questions). The main content area features the FCC logo and the title "Operator Change Page - Name and Address Change Confirmation". Below this, a reference number "136068842" is displayed. A notice states: "NOTICE: Please ensure that the following changes are correct. If not, select the 'Make Corrections' button to return to the prior page. If so, select the 'Accept Changes' button to complete this request." A table lists the following information: Legal Name: PRIVATE CABLE LLC, Assumed Name: PRIVATE CABLE LIMITED, Address: XYZ CABLE COMPANY, P.O. Box: 12345, City: ARLINGTON, State: VA, Zip Code: 22209. Below the table, it states: "The above name and address will be applied to the following communities:". A table lists the following information: Community Unit ID: 1. VA0625, Community Name: HERNDON, Current Operator: BLACKSTONE CABLE, LLC, Current Address: 10900 WILSHIRE BLVD 15FL LOS ANGELES, CA 90024. At the bottom, there are buttons for "Accept Changes", "Make Changes", and "Clear". The footer includes links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info", along with a note to "Mail your comments or suggestions to the Media Bureau" and "FCC - Federal Communications Commission - Operator Change Form".

Community Unit ID	Community Name	Current Operator	Current Address
1. VA0625	HERNDON	BLACKSTONE CABLE, LLC	10900 WILSHIRE BLVD 15FL LOS ANGELES, CA 90024

Figure 52: Operator Name Address Change Verification Page

The proposed name and/or address and all affected communities appear display only. Verify that all proposed changes listed are correct.

The following buttons are available at the bottom of the page:

Accept Changes

Select this button if all the proposed changes are correct. When selected, the system will complete the request and display a confirmation page.

Make Changes

Select this button to return back to the previous page and make any necessary changes.

When the **Accept Changes** button is selected, the following confirmation page appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoff.fcc.gov/csb/coals/". The page features the FCC logo and the text "Federal Communications Commission". A message states: "The Media Bureau has successfully acquired the operator change request you've just entered. Please print or record the following information and save for future reference:". Below this, a table displays the confirmation details:

Operator Change Confirmation Number:	CBI22346
Date of Submission:	05/12/2003
To submit another application, please select one from the list displayed to the left of your screen.	

On the left side, there is a vertical menu with buttons for "Filing Options" (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Oper. Status, Complete Application, Add Exhibits, Reply to Correspondence), "Reporting" (Cable Search, CARS Search), and "Miscellaneous" (Download Instructions, Get Software, Frequently Asked questions). At the bottom, there is a navigation bar with links: "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info". A footer note says: "Mail your comments or suggestions to the Media Bureau. FCC - Federal Communications Commission - Operator Change Form".

Figure 53: Operator Name Address Confirmation Page

Please print this page or record this information for future reference. After review by the FCC, a notification will be sent if there is a problem. Otherwise, the request will be processed and the changes recorded to the database.

8.4 Surrender Communities to Another Cable Operator

This feature allows a cable operator to surrender one or more communities to another cable operator. Once the surrendering cable operator completes this request, the Cable Operator assuming these communities can claim them through the **Assume Communities** feature. The following information is required in order to complete this request:

1. Both the surrendering and assuming entities must have valid COALS IDs. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The Community Unit ID (CUID) of all communities affected by this request. These CUIDs must be linked to the surrendering COALS ID.

Select the radio button next to the **Surrender Communities** title and select the **Proceed** button. The following page appears:

The screenshot shows a web browser window titled 'FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer'. The address bar shows 'https://selafoffs.fcc.gov/csb/coals/'. The page has a blue header with the FCC logo and 'Federal Communications Commission'. The main content area is titled 'Operator Change Page - Surrender Communities' and includes a 'Reference Number: 136069439'. The form contains two main sections: 1. A password entry section with a prompt: 'In order for the transferee to assume these communities, they must enter a password supplied by you the transferor. Please enter a password of at least eight characters:'. It has fields for 'Password: *' and 'Re-enter Password: *'. 2. A section for selecting communities to be surrendered, with a prompt: 'Please include the community unit identifiers (CUIDS) of the communities that will be surrendered. *'. It includes a 'NOTE: To delete a CUID from the list, select the checkbox next to it:' and a grid of 25 numbered checkboxes (1-25). At the bottom of the form are buttons for 'Complete Submission', 'Save & Add More CUIDS', and 'Clear Fields'. The left sidebar contains 'Filing Options' (Community Registration, Aeronautical Notification, Form 320, Form 325, Form 327, Change Mail, Address Oper. Status, Complete Application, Add Exhibits, Reply to Correspondence) and 'Reporting' (Cable Search, CERS Search). The bottom sidebar contains 'Miscellaneous' (Download Instructions, Get Software, Frequently Asked questions). The footer includes links for 'FCC Home Page', 'Search', 'Commissioners', 'Bureaus/Offices', and 'Finding Info', along with contact information for the Media Bureau.

Figure 54: Surrender Communities Page

8.5 Surrender Communities

The following fields appear on this page:

Field Name	Definition
------------	------------

Field Name	Definition
Password: *	Enter a password of eight or more characters to be used by the Cable Operator assuming the affected communities.
Re-enter Password: *	Re-type the password entered in the previous field to ensure that it is the password intended.
Community Unit ID: *	Enter the Community Unit ID (CUID) for each community affected by this change. Enter as many CUIDs as desired, twenty-five at a time. At least one community unit must be specified. <i>NOTE: Each CUID specified must belong to an active community linked to the surrendering COALS ID.</i>
Delete Checkbox	To remove a CUID from this application, select the checkbox next to it. The CUID will be removed from this filing when the Complete Submission or Save & Add More CUIDs button is selected.

“*”: These fields are required in order for this filing to be processed.

The following buttons appear at the bottom of the page:

Complete Submission

Select this button to save the surrender communities request and display the confirmation page. When selected, the system will perform the following validations:

1. All required fields have been entered.
2. All fields entered pass the specified validations (mentioned in the above field definitions).

If any of the validations fail, an error message will be issued and the system will not proceed to the confirmation page until the issue(s) have been corrected.

Save & Add More CUIDs

Select this button to save the current page and add additional CUIDs to the application. When selected, the system will perform the following validations:

1. All required fields have been entered.
2. All fields entered pass the specified validations (mentioned in the above field definitions).

If any of the validations fail, an error message will be issued and the system will not add additional CUIDs until the issue(s) are corrected. When all validations have passed, the name and address page will refresh pre-filled with all data that was entered previously. Ten additional blank rows of CUIDs will be added so that additional CUIDs can be entered. This process may be repeated as often as necessary until all CUIDs affected are entered.

When the **Complete Submission** button is selected, the following confirmation page will display:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <https://seiafoss.fcc.gov/csb/coins/> Go Links >>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software

Federal Communications Commission

The Media Bureau has successfully acquired the operator change request you've just entered. Please print or record the following information and save for future reference:

Confirmation Number:	CB124918
Cable Operator:	BLACKSTONE CABLE, LLC
Password:	something
Date of Submission:	05/12/2003

To submit another application, please select one from the list displayed to the left of your screen.

Please note the following:

In order for this change in community ownership to be considered "complete", the cable operator assuming these communities must visit this site and complete the "Assume Communities" page.

Once the assuming cable operator completes the Operator Change Request, a review will be performed by the FCC Media Bureau. At this point, they will accept or deny the request. Please be sure to communicate the confirmation number and the password with the transferee.

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the [Media Bureau](#)
FCC - Federal Communications Commission - Operator Change Form

Internet

Figure 55: Surrender Communities Confirmation Page

Please print this page or record this information for future reference. After review by the FCC, a notification will be sent if there is a problem. Otherwise, the request will be processed and the changes recorded to the database. In addition, communicate the confirmation number and the password to the Cable Operator assuming the communities. These fields are required in order for the Cable Operator to assume the communities in the **Assume Communities** page.

8.6 Assuming Surrendered Communities

This feature allows a cable operator to assume communities surrendered by another cable operator. The following information is required in order to complete this request:

1. A valid COALS Login. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The confirmation number and password disseminated by the surrendering Cable Operator.

To proceed to the next page, perform the following steps:

1. Enter the confirmation number and password received from the surrendering Cable Operator.
2. Select the radio button next to the **Assume Communities** title.
3. Select the **Proceed** button.

If the confirmation number and/or the password are not correct, an error message will appear. The system will not proceed until this has been corrected. Once the correct confirmation number and password combination is entered, the following page displays:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: <https://selafoff.fcc.gov/csb/coins/>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

Operator Change Page - Assume Surrendered Communities

Reference Number: **136070221**

1. The following communities have been surrendered by **BLACKSTONE CABLE, LLC**. Please verify that this list is complete and accurate. If not, select the "Reject Changes" button at the bottom of this page. Any changes to this list must be performed by the surrendering cable operator only:

Community Unit ID (CUID)	Community Name	Community State
1. VA0625	HERNDON	VA

2. If the communities listed above are correct, enter the assuming cable operator name:

Cable Operator Name:

If the assuming cable operator does not appear in the list, please enter the following:

Legal Name:

Assumed Name:

Cable operator's entity identification or social security number:

3. If the communities listed above are correct, select the address of the assuming cable operator:

Cable Operator's Address:

If the address does not appear in the list, please enter it below:

Line 1:

Line 2:

P.O. Box:

City:

State:

Zip Code:

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Finding Info](#)

Mail your comments or suggestions to the Media Bureau
 FCC - Federal Communications Commission - Operator Change Form

Figure 56: Assume Communities Page

The following fields appear on this page:

Field Name	Definition
Communities Affected	A list of all CUIDs and the names of the communities

Field Name	Definition
	surrendered appear in display-only format. <i>NOTE: Please review this list to ensure all the correct CUIDs were entered by the surrendering Cable Operator.</i> If this is list is not correct select the Reject Changes button and notify the surrendering cable operator.
Cable Operator Name and Tax Identification Number (TIN): *	Select the desired name from the drop-down list. This list shows the names and respective TINs of all cable operators associated with the applicant. If this is a new cable operator name, perform the following: <ul style="list-style-type: none"> • Select “New Legal Name” from the drop-down list. • Enter both the new legal name and assumed name (if applicable) • Enter the TIN for the new legal name
Cable Operator Address *	Select the desired address from the drop-down list. This list shows all addresses associated with the current COALS ID. If this is a new address, perform the following: <ul style="list-style-type: none"> • Select “New Address” from the drop-down list. • Enter the street address or PO Box, city, state and zip code

“*”: These fields are required in order for this filing to be processed.

The following buttons appear at the bottom of the page:

Accept Changes

Select this button to accept all communities listed at the top of the page and associate them with the specified name and address. *NOTE: Please review this list to ensure all the correct CUIDs were entered by the surrendering Cable Operator. If this is list is not correct select the **Reject Changes** button and notify the surrendering cable operator.* When selected, the following page will appear:

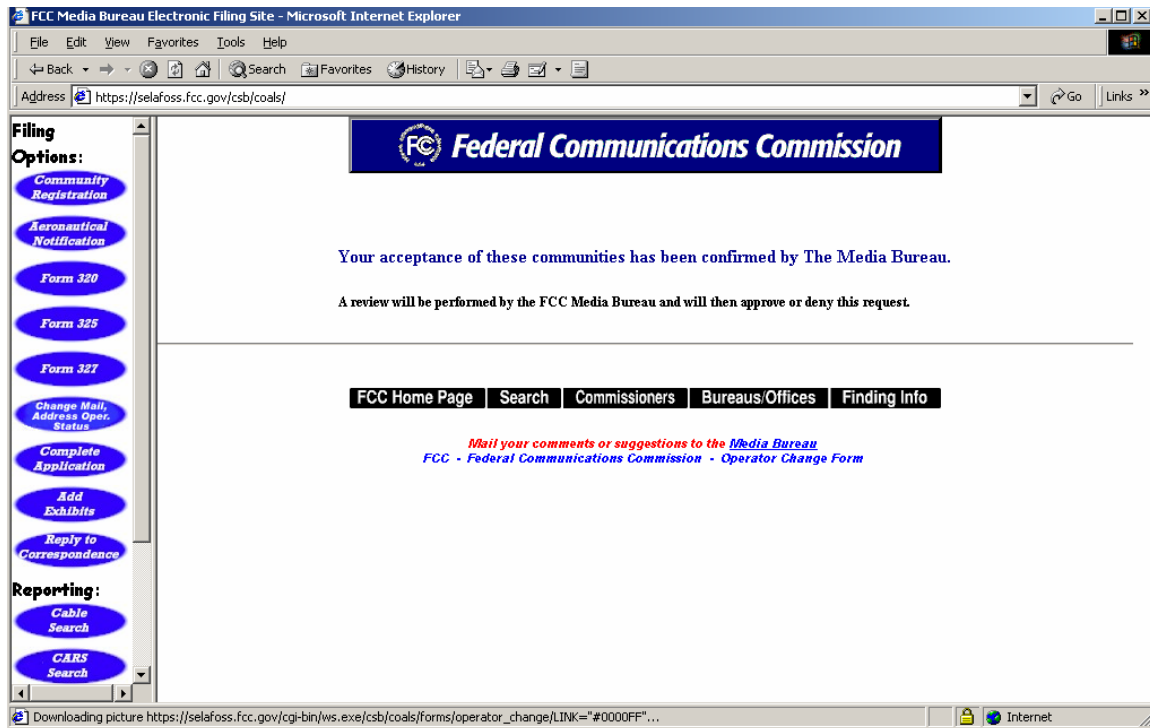


Figure 57: Assume Communities Acceptance Page

At this point, the request has been completed. The FCC will send a notification if there is a problem associated with the request.

Reject Changes

Select this button to reject the list of communities surrendered by the Cable Operator. After the selecting this button, the perform the following steps:

1. Notify the surrendering Cable Operator of the discrepancy.
2. Instruct the surrendering Cable Operator to complete the **Surrender Communities** request again. Neither the surrendering nor the assuming Cable Operator is permitted to edit the list of surrendering communities.

9. Returning to an Incomplete Application

The COALS Electronic Filing System allows incomplete or pending application to be completed or corrected. The following items are required to use this feature:

1. A valid COALS ID. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The reference number of the specific application. This is the number displayed at the top of every page contained in the filing.
3. At least the first page of a filing must have been completed (e.g. Section I of the Community Registration, Schedule A of Form 327, etc.).
4. The filing must be in one of the following statuses:
 - a. **Incomplete:** The application has not been completed.
 - b. **Holding for Fee:** The application has been completed, but is awaiting payment before being accepted by the FCC. *NOTE: This only applies to applications that require a fee.*
 - c. **Pending:** The application is complete, the fee has been paid (feeable applications only) and is awaiting acceptance by the FCC.

Once the FCC has accepted the application, subsequent changes will not be allowed.

Select the **Complete Application** link from the COALS menu. The following page will display:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://selafoff.fcc.gov/csb/coals/> Go Links >>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application**
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download

Federal Communications Commission

To Return to an Incomplete Application, Please Enter the Following Information:

Login Name:

Password:

Reference Number:

Log In Clear Fields

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the [Media Bureau](#)

FCC - Federal Communications Commission - Complete Application

Downloading picture [https://selafoff.fcc.gov/cgi-bin/ws.exe/csb/coals/forms/misc/LINK="#0000FF](https://selafoff.fcc.gov/cgi-bin/ws.exe/csb/coals/forms/misc/LINK=)...

Internet

Figure 58: Complete Application Welcome Page

The following fields appear on this page:

Field Name	Definition
Login Name: *	Enter the COALS ID associated with the filing to be completed.
Password: *	Enter the password associated with the COALS ID.
Reference Number: *	Enter the number that uniquely identifies the filing to be completed.

“*”: These fields are required in order for this filing to be processed.

The following buttons are available on this page:

Log In

Select this button to log in and return to the application. The following validations are performed when this button is selected:

1. All required fields have been entered.
2. There is an application matching the reference number provided.
3. The application is owned by the current COALS ID.
4. The application is either in an incomplete, holding for fee or pending status.

If any of the validations fail, an error message will be issued and the system will not return to the application. When all validations have passed, the desired application will be displayed. The page that appears depends on the application type (i.e. Form 327, Form 320, etc.), but typically consists on one command button for each section of the application. An example of this is displayed below:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked Questions

Federal Communications Commission

Reference Number: 136086304
Date of Original Submission: 05/13/2003

NOTICE

Please be sure that this application includes all required exhibits, depending on how this form is completed:

This application will not be processed unless all required exhibits have been submitted and the application for CARS license has been paid in full. You may enter all information now or complete the filing within five business days from the original submission date by selecting the [Complete Application](#) link displayed to the left.

Press this button to return to the callsign entry page.

Enter/Delete Callsigns

Press this button to return to Schedule A.

Schedule A

Press this button to return to Schedule B.

Schedule B

Press this button to return to Schedule B2.

Schedule B2

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions to the Media Bureau
FCC - Federal Communications Commission - CARS Form

Figure 59: Complete Application Selection Page

Select the desired section of the application to return to. At this point, the electronic filing system pre-fills the application with the data entered during the previous visit and functions the same as if the filing were completed from start to finish in the first visit.

Clear Fields

Select this button to clear all data entered on the current page.

10. Completing an FCC Form 159, Fee Remittance Advice

The following applications require a fee in order for the application to be processed:

1. Community Registration Form
2. Application for Aeronautical Frequency Use
3. Application for CARS License (FCC Form 327)

The fee for these applications may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after completing each form by clicking on the **PROCEED TO FEE FORM (159)** button. This button appears on the confirmation pages of the applications listed above that require a fee. This button also appears on the confirmation page of the attachment upload window.

When this button is selected, the following page will appear providing information on payment submission instructions (detailed later in this section):

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoos.fcc.gov/csb/coins/". The page content is divided into a left sidebar and a main content area.

Left Sidebar:

- Filing Options:**
 - Community Registration
 - Aeronautical Notification
 - Form 320
 - Form 325
 - Form 327
 - Change Mail, Address Oper. Status
 - Complete Application
 - Add Exhibits
 - Reply to Correspondence
- Reporting:**
 - Cable Search
 - CARS Search
- Miscellaneous:**
 - Download Instructions
 - Get Software
 - Frequently Asked questions

Main Content Area:

NOTICE

A fee is required for each application. You may either pay electronically, by mail or hand-delivery. If you choose not to pay electronically, we strongly recommend that you still generate, print and submit the Form 159 with your payment so that all the appropriate data for the application is supplied. If not, you must manually determine and enter the standard information required by the Form 159. You must all include FCC Identifier (e.g. CUID, NCID, or callsign), payment type, special filing codes, confirmation number and other values in Section C.

Payment Options:

- **Electronically:**
Proceed to the Form 159 and follow the instructions.
- **By Mail:***
Federal Communications Commission
Media Bureau
P.O. Box 358205 Pittsburgh, PA 15251-5205.
- **Hand-Delivery or Courier Service:***
Federal Communications Commission c/o Mellon Bank
Three Mellon Bank Center
525 William Penn Way
27th Floor, Room 153-2713
Pittsburgh, PA 15259-0001
Attention: Wholesale Lockbox Shift Supervisor

***: Applications hand-delivered or sent by courier service must be double enveloped as follows: (1) Address an envelope (2) place envelope in an outer envelope and hand deliver or submit to address See 47 CFR § 0.401(h)(2)i

NOTE: Payment by mail, hand-delivery or courier service must be received by Mellon Bank within 14 (calendar) days of the date that the Applicant is officially received by the Media Bureau's electronic filing system (indicated by the confirmation number assigned to the electronically-filed application). This deadline applies to any payment submission method (electronic or via paper check). If payment is not received in time, the filed application will be considered not paid and will therefore not be processed by the Media Bureau.

[Proceed to Form 159](#)

Figure 60: Form 159 Payment Instructions Page

Select the **Proceed to Form 159** button. The Form 159 welcome page appears:

The screenshot shows a Microsoft Internet Explorer window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar displays "https://selafoos.fcc.gov/csb/coins/". The page layout includes a sidebar on the left with navigation links under "Filing Options:", "Reporting:", and "Miscellaneous:". The main content area features the FCC logo, the title "Electronic Form 159", and instructions for users. A login form prompts for "Payer's FRN" and "Password" with "Continue" and "Clear" buttons. A right sidebar contains a "CORES" link. The status bar at the bottom shows "Done" and "Internet".

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Electronic Form 159

For many filings the Applicant is the Payer. However, if the Payer is a third party, the Payer FRN will be different from that of the Applicant. Enter the Payer FRN and Password below.

If Payer does not have a valid FRN, you must register online in [CORES](#) and return to Form 159 to complete payment process.


Please enter your FCC Registration Number (FRN) and Password to continue

Payer's FRN

Password

To use this Form 159 you must have the Adobe Acrobat Reader® installed.
(Version 4.0 or higher)

You may [download](#) and install the reader now, or learn [more](#) from Adobe.



Note: Payer information will be pre-filled from the CORES database. We recommend verifying that your CORES registration is current.

CORES
For more information about the FRN, or to register

Figure 61: Electronic Form 159

To complete Form 159, enter a valid FRN and FRN Password.
All information must be filled in to proceed. To continue, click on the **UPDATE** button.

A payment summary window appears with the appropriate amount due. To complete the FCC 159 form click on the **VIEW FORM 159** button. An Adobe Acrobat Reader window appears. Click in the **OPEN IT** radio button and click on the **OK** button.

Form 159 will open in Adobe Acrobat Reader pre-filled. This information cannot be modified. To complete the process, print out Form 159 by clicking on the Print icon or by selecting Print from the browser's File menu option.

10.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in section 2.3. However, at the payment summary window click on the **PAY NOW** button.

NOTE: The electronic payment system requires a browser with 128-bit encryption capability. Select the **Download Software** link from the left side of the screen to download any necessary software.

10.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in section 2.3. Mail the Form 159 and payment to the following address:

Federal Communications Commission
Federal Communications Commission
Media Bureau
P.O. Box 358205 Pittsburgh, PA 15251-5205.

10.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in section 2.3. Deliver the 159 form along with payment in a double enveloped as follows:

1. Address an envelope with the following address:

Federal Communications Commission
Federal Communications Commission
Media Bureau
P.O. Box 358205 Pittsburgh, PA 15251-5205.

2. Place in an outer envelope with the following address:

Federal Communications Commission
Three Mellon Bank Center
525 William Penn Way
27th Floor, Room 153-2713
Pittsburgh, PA 15259-0001
Attention: Wholesale Lockbox Shift Supervisor

Hand deliver or submit the envelope to the 525 William Penn Way address.

11. Submitting Exhibits with an Application

In addition to submitting the various electronic applications, certain applications require additional documents or images be submitted with the application commonly referred to as Exhibits. The COALS Electronic Filing System allows these attachments to be submitted in electronic format and automatically associated with the application. Attachments can either be submitted immediately after completing a filing or at a later time. Submit exhibits by selecting the **Add Exhibits** option from the COALS Electronic Filing Menu.

11.1 What Type of Exhibits May Be Filed

Exhibits may be submitted using one of the following file formats supported by the COALS Electronic Filing System:

1. Microsoft Word 97 or earlier, (.doc)
2. WordPerfect 6.0 or earlier, (.wpd)
3. Lotus 123, (.wk)
4. Excel 97 or earlier, (.xls)
5. JPEG Images, (.jpg), (.jpeg)
6. PDF (Adobe Portable Document Format 4.0 or earlier), (.pdf)
7. ASCII text, (.txt)

NOTE: Exhibits not submitted in one of the above file formats will not be processed. Attachments with different type format will not convert properly and will be lost

11.2 Recommended Size of Exhibits

To ensure successful exhibit submission, please ensure the documents do not exceed 5 megabytes (MB) in size. Documents exceeding this limit should be separated into two documents and submitted separately.

11.3 Internet Connection Requirements

Exhibits may be submitted using Internet connection speeds of 28.8 kbps or greater. However, it is highly recommended to use the fastest Internet connection available.

11.4 Submitting Exhibits Immediately After Completing the Application

On applications where attachments are required, a command button is provided on the confirmation page displayed when the application has been completed. Select this button and the following page will appear:

Field Name	Definition
Exhibit Type: *	Select the category of the exhibit from the drop-down list. The categories vary depending on the type of application. (e.g. New CARS Licenses will have categories for Schedule A through Schedule E).
Confidential:	Select this to indicate that this exhibit is to be considered confidential and handled as such.
Description: *	Enter the description of the exhibit (e.g. block diagram)
File: *	Enter the name of the file and the directory path. Either enter the file name by hand or select the Browse button to navigate to the file. When the browse button is selected, a dialog box opens allowing navigation to the appropriate directory where the file(s) are located. Once the file has been selected and the dialog box closes, the file and path will be pre-filled in the edit box.
File Format: *	Select the file type of the attachment. <i>NOTE: Please read and follow the instructions below. Failure to do so will prevent successful submission of these documents to the FCC:</i> 1. Do not attempt to submit a file that is not in one of the supported file types listed in this section. 2. Make sure that the file type selected is the proper file type. For example, do not submit a Microsoft Word document and indicate a file type of Microsoft Excel. If a submission of files types selected is not the proper files types and an “Okay” is displayed for the transfer of these files, the files won’t be recognized and will not convert properly and would cause the deletion of these files.

“*”: These fields are required in order for this filing to be processed.

11.5 Submitting Exhibits at a Later Time

The following is required in order to submit the exhibits electronically:

1. The reference number of the specific filing. This is the number displayed at the top of every page contained in the filing.
2. At least the first page of a filing must have been completed (e.g. Section I of the Community Registration, Schedule A of Form 327, etc.).
3. The filing must be in one of the following statues:
 - a. **Incomplete:** The filing has not been completed.
 - b. **Holding for Fee:** The filing has been completed, but is awaiting payment before being reviewed and accepted by the FCC staff. *NOTE: This only applies to filings that require a fee.*
 - c. **Pending:** The filing is complete; the fee has been paid (feeable filings only) and is awaiting review and acceptance by the FCC staff.

Attachments will not be accepted once the filing has been reviewed by FCC staff and has been given a final status (i.e. Grant Mailed)

Select the **Add Exhibits** link from the COALS menu. The following page will display:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selefos.fcc.gov/csb/coals/". The page features a sidebar on the left with a "Filing Options:" menu containing links like "Community Registration", "Aeronautical Notification", "Form 320", "Form 325", "Form 327", "Change Mail, Address Oper. Status", "Complete Application", "Add Exhibits", "Reply to Correspondence", and "Reporting: Cable Search". The main content area has the "Federal Communications Commission" logo at the top, followed by the instruction "To Add Exhibits to a Pending Media Bureau Application, Please Enter the Following Information:". Below this is a login form with fields for "Login Name:", "Password:", and "Confirmation Number:", each followed by a text input box. There are "Log In" and "Clear Fields" buttons below the form. At the bottom, there is a navigation bar with links: "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info". Below the navigation bar, there is a small text block: "Mail your comments or suggestions to the Media Bureau", "FCC - Federal Communications Commission - Submit Exhibits".

Figure 63: Add Attachments Welcome Page

The following fields appear on this page:

Field Name	Definition
Login Name: *	Enter the COALS ID associated with the application to which exhibits are to be added.
Password: *	Enter the password associated with the COALS ID.
Confirmation Number: *	Enter the unique number given to the application to which exhibits are to be added.

“*”: These fields are required in order for this filing to be processed.

The following buttons are available on this page:

Clear Fields

When selected, this button will clear all data entered on the current page.

Log In

Select this button to log in and display the attachment entry page. The following validations are performed when this button is selected:

1. All required fields have been entered (COALS ID, Password and Confirmation Number).
2. There is an application matching the confirmation number provided.
3. The application is owned by the current COALS ID.
4. The application is either in an incomplete, holding for fee or pending status.

If any of the validations fail, an error message will be issued and will prevent the filing from proceeding to the attachment entry page. When all validations have passed, the following page will be presented:

Field Name	Definition
	The categories vary depending on the type of application. (e.g. New CARS Licenses will have categories for Schedule A through Schedule E).
Confidential:	Select this to indicate that this exhibit is to be considered confidential and handled as such.
Description: *	Enter the description of the exhibit (e.g. block diagram)
File: *	Enter the name of the file and the directory path. Either enter the file name by hand or select the Browse button to navigate to the file. When the browse button is selected, a dialog box opens allowing navigation to the appropriate directory where the file(s) are located. Once the file has been selected and the dialog box closes, the file and path will be pre-filled in the edit box.
File Format: *	Select the file type of the attachment. <i>NOTE: Please read and follow the instructions below. Failure to do so will prevent successful submission of these documents to the FCC:</i> 1. Do not attempt to submit a file that is not in one of the supported file types listed in this section. 2. Make sure that the file type selected is the proper file type. For example, do not submit a Microsoft Word document and indicate a file type of Microsoft Excel. If a submission of files types selected is not the proper files types, and an "Okay" message is displayed for the transfer of these files, the files will not be recognized and will not convert properly and would cause the deletion of these files.

“*”: These fields are required in order for this filing to be processed.

11.6 Transmitting Exhibits to the FCC

Enter as many exhibits as necessary with an application, thirteen at a time. However, it is highly recommended to send only those exhibits that are required to process the application. The time required to submit each page of data will vary depending on the size of the files, the number of them and the internet connection speed.

The following button appears at the bottom of the Attachment Entry Page:

Send File(s) to FCC

Select this button to submit the attachments to the FCC. When selected, the system will check to make sure all required fields for each attachment have been entered. If not, the system will issue an error message and the attachment(s) in question will not be submitted.

Once up to thirteen attachments have been entered, select the **Send File(s) to FCC** button and the system will validate each exhibit. The following confirmation page will then appear:

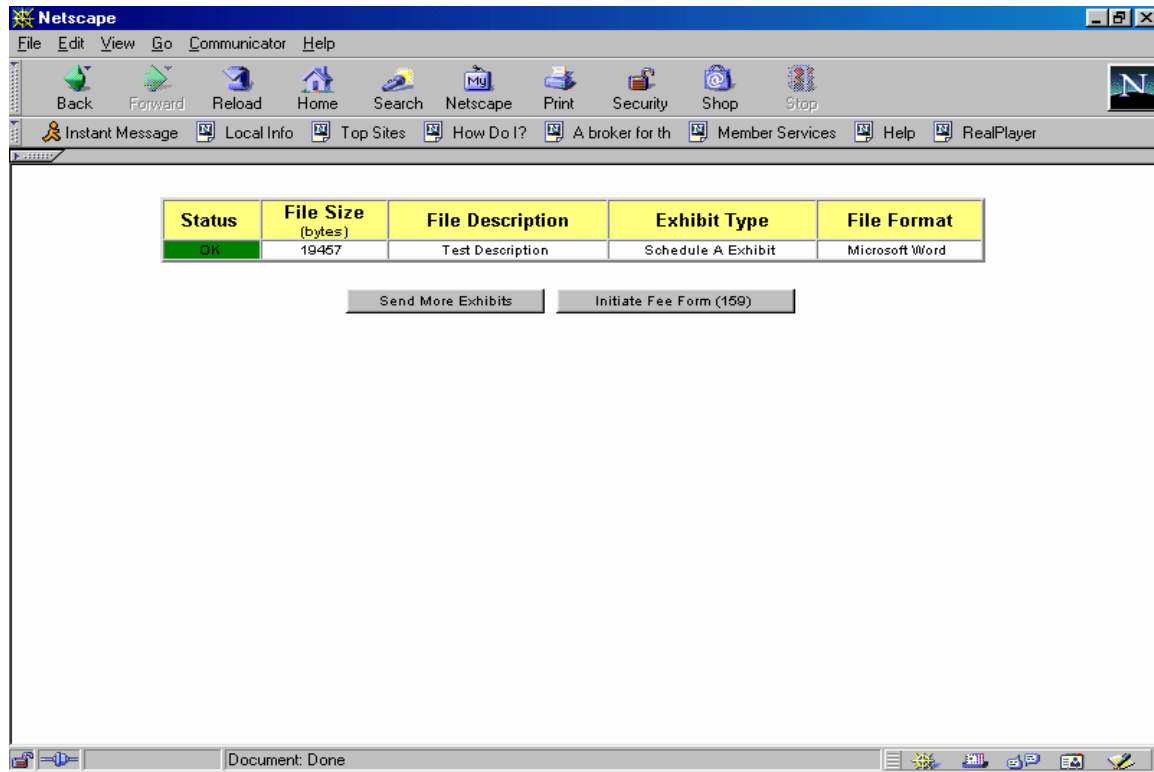


Figure 65: Attachment Upload Confirmation Page

For each attachment submitted, a line entry will appear displaying the following information:

Column Name	Definition
Status:	This will contain one the following values: 1. OK: The attachment was uploaded to the FCC successfully. 2. FAILED: The system could not upload the document. A more detailed description of the error will also be displayed.
File Size:	The size of the attachment uploaded in bytes.
Exhibit Description	The description of the attachment as typed on the previous page.
Exhibit Type	The category of the exhibit as indicated on the previous page.

The following button appears at the bottom of the Attachment Upload Confirmation Page:

Send More Exhibits

Select this button to display the Attachment Upload Entry Page and add additional attachments.

Initiate Fee Form (159)

Select this button to leave the Attachment Confirmation Page and Proceed to the Form 159. *NOTE: This applies only to applications that require a fee.* Please refer to the FCC Form 159 section of this document for details.

12. Replying to Correspondence Sent by the FCC

During the application review process, it may be necessary for the FCC to send correspondence requesting additional information or clarification pertaining to an application. This correspondence is sent in the form of e-mails by the FCC Media Bureau engineers or examiners. Responses on the subject **must** use the Correspondence Reply module available in the COALS Electronic Filing System. **DO NOT RESPOND DIRECTLY TO THE E-MAIL SENT BY THE FCC.** This ensures that the response can be electronically associated with the correct application.

The following is required in order to reply to correspondence sent by the FCC:

1. A valid COALS ID. Please refer to the section 2.1 entitled 'Creating a COALS ID' for details.
2. The confirmation number of the specific application. This is the number that is presented when an electronically-filed application has been completed in full.
3. The correspondence reference number displayed with the original e-mail sent by the FCC. This is displayed at the beginning of the e-mail. This reference number is not to be confused with the reference number that may be used to view and complete an incomplete electronically-filed application.

Replies to correspondence only work with valid correspondence reference numbers. No correspondence will be accepted once the application has been reviewed by the FCC and final status is assigned (e.g. Granted).

To submit a reply to correspondence concerning an application being reviewed, select the **Reply to Correspondence** link from the COALS menu. The following page will display:

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Open Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

Reply to Correspondence Sent by the Media Bureau

Please enter the following information as indicated on the electronic mail message sent by the FCC:

Confirmation Number: **Reference Number:**

Please Enter Your Comments Below:

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Finding Info](#)

Figure 66: Correspondence Reply Page

The following fields appear on this page:

Field Name	Definition
Confirmation Number: *	Enter the unique number given to the application.
Reference Number: *	Enter the unique correspondence reference number that appears at the top of the e-mail sent by the FCC.
Enter Comments Below: *	Enter as much text as needed to respond to the e-mail sent by the FCC.

“*”: These fields are required in order for this filing to be processed.

The following buttons are available on this page:

Submit Reply

Select this button to submit the reply to the FCC. When selected, the following validations will be performed:

1. The confirmation number is associated with a pending application on file with the FCC.
2. The application is owned by the current COALS ID.
3. There is an original correspondence on file that is associated with the correspondence reference number provided.

If any of these validations fail, an error message will be issued. Submission of the reply will not be permitted until the errors have been corrected.

Clear

Select this button to clear all data entered on the current page.

When the **Submit Reply** button is selected and all validations pass, the following page will display, confirming that the response was sent to the FCC and is associated with the application:

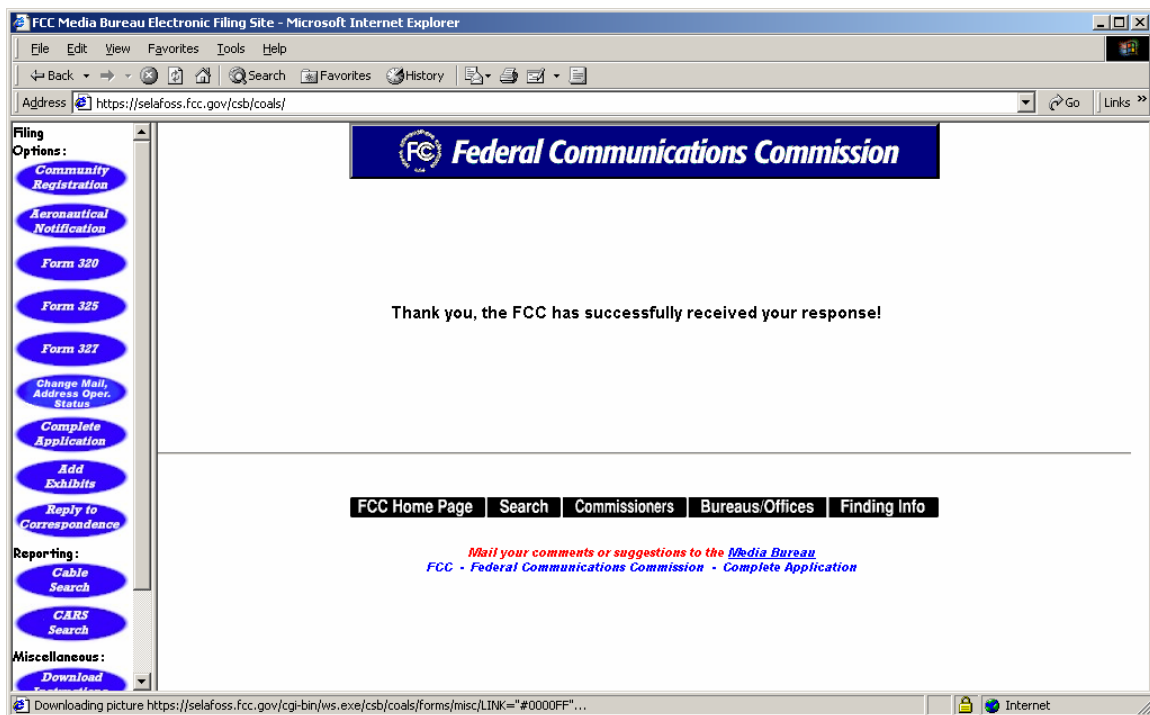


Figure 67: Reply to Correspondence Confirmation Page

13. Performing Searches of the COALS Database

The COALS electronic filing system provides search capability on both cable-related filings and CARS (Form 327) filings. It is not required to have a COALS ID to perform searches.

13.1 Cable Search

This reporting page allows selected searches on the following application types:

1. Community Registration
2. Aeronautical Notification
3. Basic Signal Leakage Inspection Reports (Form 320)
4. Annual Cable Operator Report (Form 325) (*Under Construction*)

To perform a search, select the **Cable Search** button. The following window appears:

The screenshot shows a web browser window titled "FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer". The address bar shows "https://selafoff.fcc.gov/csb/coals/". The page features the FCC logo and the text "Federal Communications Commission". Below this is the "FCC Media Bureau Generic Search Form". The form includes a description: "This search engine provides information on Community Registration, Aeronautical Notification, Cumulative Leakage Index (FCC Form 320) and Annual Cable Operator Report (FCC Form 325) filings." The search criteria fields are: "FCC Identifier:", "Physical System ID:", "Community Name:", "Community State:" (a dropdown menu), "Type of Filing:" (a dropdown menu), "Applicant Name:", "Grant Date Range (mm/dd/yyyy):" (two date pickers with "to" in between), and "Receipt Date Range (mm/dd/yyyy):" (two date pickers with "to" in between). There is a "Show 10 Records at a Time" option. At the bottom are "Start Search" and "Clear Search" buttons. On the left side, there is a vertical menu with buttons for "Community Registration", "Aeronautical Notification", "Form 320", "Form 325", "Form 327", "Change Mail, Address Oper. Status", "Complete Application", "Add Exhibits", "Reply to Correspondence", "Reporting: Cable Search", "CARS Search", "Miscellaneous: Download Instructions", "Get Software", and "Frequently Asked questions".

Figure 68: Cable Search Selection Window

Specify one or more of the following search fields that appear on this page:

Field Name	Definition
FCC Identifier	Enter the unique identifier (CUID or NCID) assigned by the Commission that is associated with each community.
Physical System ID	Enter the unique identifier assigned by the Commission that is associated with each cable system headend. The physical system id must be six digits in length, including leading zeroes.
Community Name	Enter the name of the community being served.
Community State	Enter the state of the community being served.
Type of Filing	Select the type of filing from the drop down list (e.g. Community Registration).
Applicant Name	Enter the legal name of the cable operator. Either the full name or partial name of the cable operator may be specified.
Grant Date Range	Enter a date range that application(s) have been put in final status. These dates must be entered in MM/DD/YYYY format.
Receipt Date Range	Enter the date range that application(s) have been received by the FCC. These dates must be entered in MM/DD/YYYY format.
Show XX Rows At a Time	By default, the system will display 10 rows at a time. This value can be changed prior to selecting the Start Search button to display up to 99 rows of results per page.

Online help is available on any of the selection fields listed. The following buttons are available:

Start Search

Select this button to submit the search. The search results page will display any records that meet the search criteria.

Clear Search

Select this button to clear all data entered on the current page.

13.2 CARS Search

This reporting page allows selected searches on all CARS applications on file.

To perform a search, select the **CARS Search** button. The following window appears:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: <https://seiafoss.fcc.gov/csb/coins/>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail, Address Oper. Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

FCC Media Bureau CARS Search Form

This search engine provides information on all Form 327 (CARS License) filings:

Type of Filing:

Filing Status:

File Number:

Call Sign:

Applicant Name:

Frequency Range: to ☐ exact

Grant Date Range (mm/dd/yyyy): to

Receipt Date Range (mm/dd/yyyy): to

Coordinate Range in Degrees, Minutes and Seconds:

From: Lat - - Long - -

To: Lat - - Long - -

Show Records at a Time

Figure 69: CARS Search Selection Page

Specify one or more of the following search fields that appear on this page:

Field Name	Definition
File Number	Enter the unique identifier assigned by the Commission to the application once it has been accepted for filing. Enter the file number as it appears in the public notice with no extra characters included (i.e. a dash).
Call sign	Enter the identifier issued by the Commission upon grant of the CARS station license. Enter the call sign as it appears on the public notice.
Applicant Name	Enter the legal name of the cable operator. Either the full or partial name of the cable operator may be specified.
Frequency Range	Enter the lower and upper frequency range specified in the CARS applications. By default, the search will return all applications meeting this criteria in megahertz (MHz). To use another unit of measurement, select one from the drop down list provided. To return only those applications that have the exact frequency specified, click the exact checkbox.
Grant Date Range	Enter the date range that CARS application(s) were put in final status. These dates must be entered in MM/DD/YYYY

Field Name	Definition
	format.
Receipt Date Range	Enter the date range that CARS application(s) were received by the FCC. These dates must be entered in MM/DD/YYYY format.
Coordinate Range in Degrees, Minutes and Seconds	Enter starting and ending coordinates to return all applications on file that have CARS facilities within this range.
Show XX Rows At a Time	By default, the system will display 10 rows at a time. This value can be changed prior to selecting the Start Search button to display up to 99 rows of results per page.

Online help is available on any of the selection fields listed. The following buttons are available:

Start Search

Select this button to submit the search. The search results page will display any records that meet the search criteria.

Clear Search

Select this button to clear all data entered on the current page.

13.3 Reviewing the Search Results

When the **Start Search** button is selected after entering the desired search fields for either the Cable or CARS search selection page, the following page will display:

FCC Media Bureau Electronic Filing Site - Microsoft Internet Explorer

Address: <https://seiafoss.fcc.gov/csb/coals/>

Filing Options:

- Community Registration
- Aeronautical Notification
- Form 320
- Form 325
- Form 327
- Change Mail Address Open Status
- Complete Application
- Add Exhibits
- Reply to Correspondence

Reporting:

- Cable Search
- CARS Search

Miscellaneous:

- Download Instructions
- Get Software
- Frequently Asked questions

Federal Communications Commission

2 Matches Found For:

- FCC IDENTIFIER: **DCA003**

View Form	View Exhibits	View Correspondence	Non-Cable MVPD ID	Physical System ID	Application Type	Applicant Name	Date of Receipt	CUID/NCID Status	Filing Method
View Filing	View Exhibits	View Correspondence	DCA003	N/A	MVPD AFP	XYZ MVPD	05/09/2003	N/A	Electronically
View Filing	View Exhibits	View Correspondence	DCA003	N/A	Cumulative Leakage Index	XYZ MVPD	05/12/2003	N/A	Electronically

End of Report.

Show Records at a Time

[Continue Search](#) [Reset Count](#) [Return to Query Form](#)

[FCC Home Page](#) [Search](#) [Commissioners](#) [Bureaus/Offices](#) [Finding Info](#)

Figure 70: Cable/CARS Search Results

This report includes a list of all records matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to display any additional rows returned by the query
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Cable/CARS Search Selection Window.

13.3.1 View Form Link

When selected, the form will appear pre-filled with the data contained in the record. This is a display-only version of the form.

13.3.2 View Exhibits Link

When selected, a list of all exhibits associated with the specific filing will be displayed:

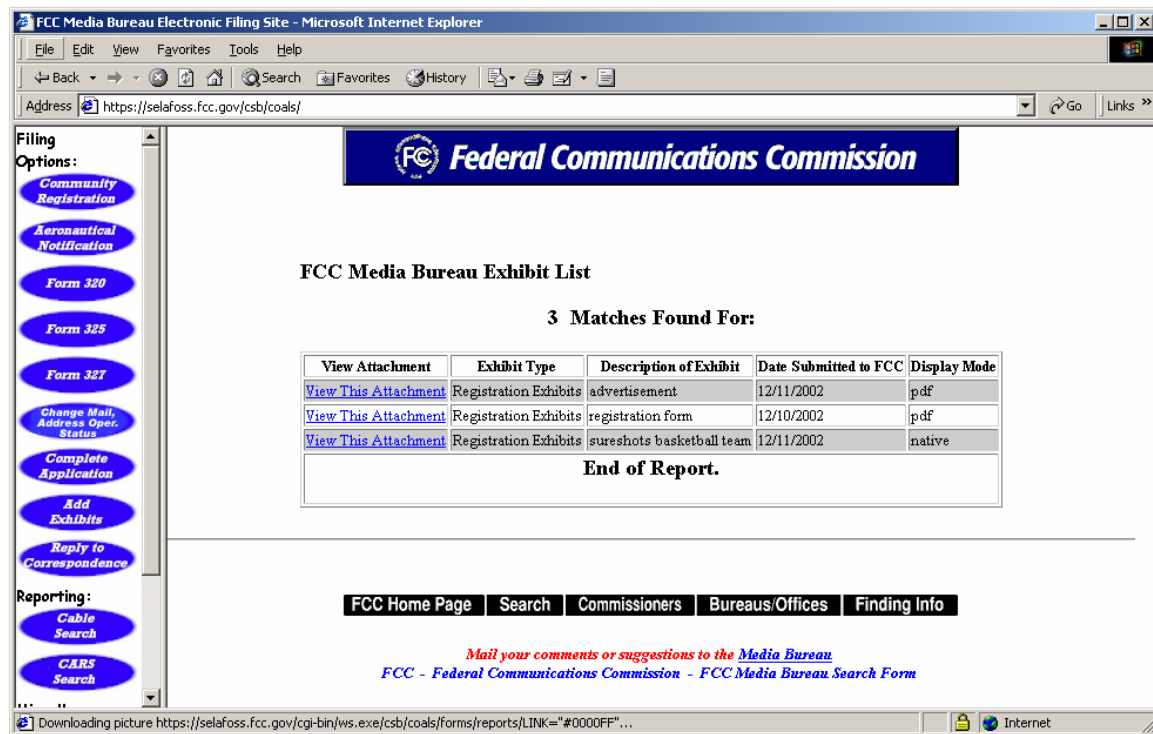


Figure 71: View Exhibits List

At this point, any exhibit listed by may be viewed by selecting the appropriate link. If the attachment is an image, it will be displayed in the browser window. All other exhibits are viewed in the Adobe Acrobat Reader.

13.3.3 View Correspondence Link

When selected, a list of all e-mail correspondence associated with a record is presented:

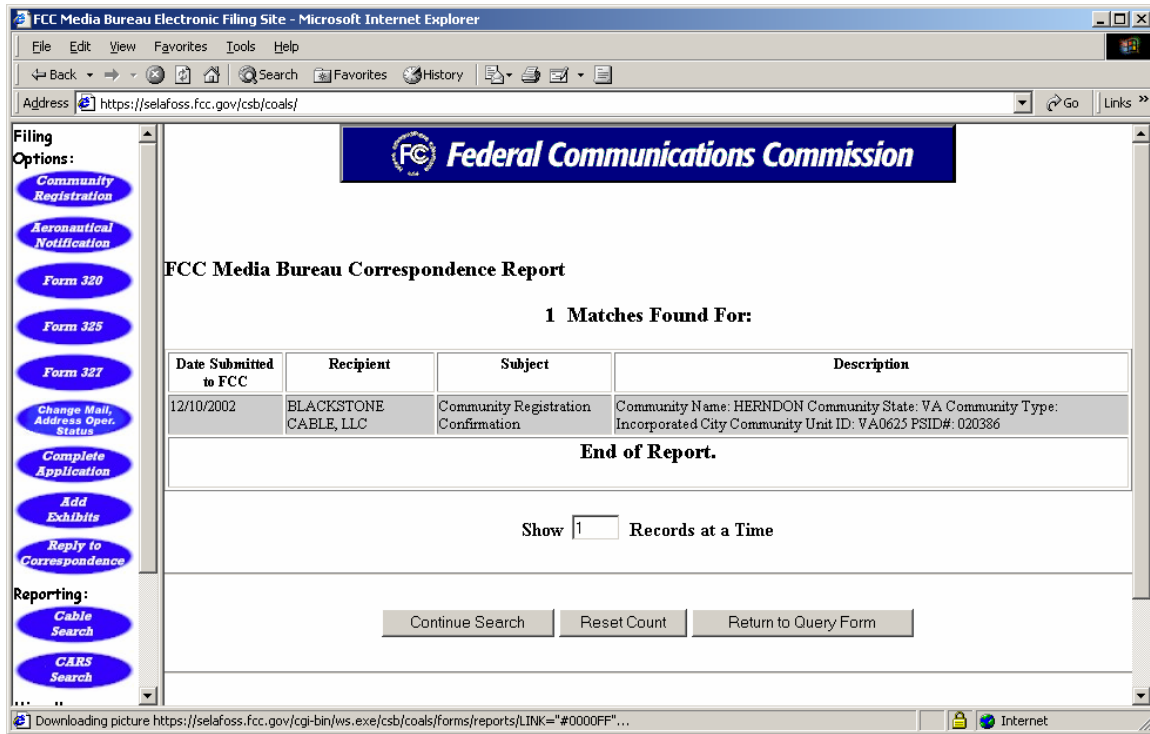


Figure 72: Application Correspondence List

14. Miscellaneous Functions

The following menu items are also available from the COALS Electronic Filing System:

14.1 Downloading Instructions

To download instructions on how to use the COALS Electronic Filing System, click on the **Download Instructions**. Adobe Acrobat Reader will open the COALS Electronic Filing System user manual. The manual may be viewed on-line or it can be printed.

14.2 Download Required Software

The COALS Electronic Filing System uses the following software:

- Adobe Acrobat Reader
- Internet Explorer **or**
- Netscape Navigator

NOTE: The electronic payment system requires a browser version with 128-bit encryption.

To download any of the above necessary software click on the **DOWNLOAD SOFTWARE** button.

14.3 Frequently Asked Questions

Select this button to get answers to questions previously asked concerning electronic filing. This page is periodically updated with additional questions and answers as needed.